

**BY ORDER OF THE COMMANDER
OF UNITED STATES AIR FORCES IN
EUROPE AND UNITED STATES AIR
FORCES AFRICA**

**UNITED STATES AIR FORCES IN EUROPE
INSTRUCTION 16-611**

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Operations Support

**IMPLEMENTATION OF, AND
COMPLIANCE WITH, THE
CONVENTIONAL ARMED FORCES IN
EUROPE (CFE) TREATY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements multiple guidance documents and instructions governing arms control treaty implementation and compliance within the United States Air Force in general and specifically within the United States European Command (EUCOM) area of responsibility (AoR). Applicable documents include: Department of Defense Directive (DoDD) 2060.1, *Implementation of, and Compliance with Arms Control Agreements*, Air Force Policy Directive (AFPD) 16-6, *Arms Control Agreements*, Air Force Instruction (AFI) 16-601, *Implementation of, and Compliance with, International Arms Control and Nonproliferation Agreements*, USAFE Supplement to AFI 16-601, AFI 16-603, *Education and Training Requirements for Implementation of and Compliance with Arms Control Treaties*, AFI 90-201, *The Air Force Inspection System*, USAFE Supplement to AFI 90-201, and EUCOM Instruction (ECI) 2301.01, *Implementation of the Treaty on Conventional Forces in Europe*. This publication provides guidance directly associated with Air Force implementation of, and compliance with, the Conventional Armed Forces in Europe (CFE) Treaty. Note: this guidance may incorporate policy updates to the aforementioned guidance documents, which have been implemented prior to their formal publication in revised guidance documents. Per DODD 2060.1, this instruction is applicable to all US Air Forces (Active, Reserve, or Guard components), including MAJCOMs, Direct Reporting Unit (DRU), Field Operating Agencies (FOA), or independent units (such as wing/group/squadron-level/or equivalent) permanently located in, deployed to, or operating within the CFE Treaty Area of Application (AoA). It also applies to all similar organizations from other DoD forces permanently located at, deployed to, or operating from USAFE installations within the CFE Treaty Area of Application (AoA). The

protocols of the CFE Treaty and implementing legislation and guidance mandate that the US will receive on-site inspections and submit equipment/organizational structure information for the data reporting to meet Treaty compliance obligations. This instruction may be supplemented at any level, but all supplements must be routed to HQ USAFE-AFAFRICA/ A8XA for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication Office of Primary Responsibility (OPR) for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*. Route directly to HQ USAFE-AFAFRICA/A8XA Arms Control and Counter-Proliferation Branch at USAFEA8.A8XA.ArmsControlBranch@us.af.mil.

This document is UNCLASSIFIED. Strict adherence to CFE Treaty requirements and maximization of standard operating procedures for CFE implementation and compliance activities is paramount.

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Chapter 1

CLASSIFICATION, CONTROL AND CHANGES

1.1. HQ USAFE-AFAFRICA/A8XA will maintain this Instruction.

1.2. Recommended Changes. Organizations with recommended changes to this Instruction should coordinate proposed changes through HQ USAFE-AFAFRICA/A8XA Arms Control and Counter-Proliferation at USAFEA8.A8XA.ArmsControlBranch@us.af.mil.

1.3. This document will be reviewed on a biennial basis (every two years) and updated as required.

Chapter 2

GENERAL DESCRIPTION

2.1. Background.

2.1.1. The Conventional Armed Forces in Europe (CFE) Treaty was signed 19 November 1990 and entered into force on 17 July 1992. The Treaty's original objective was to decrease the risk of surprise attack and large-scale offensive operations between North Atlantic Treaty Organization (NATO) and the Warsaw Pact by reducing the number of conventional forces in Europe, balancing the levels of specific types of offensive equipment between NATO and the Warsaw Pact, and restricting deployment possibilities within the CFE Area of Application (AoA). The current 30 signatory States are divided into two groups of States Parties, the western group, comprised of the original 16 NATO members, and the eastern group, comprised of 14 former Warsaw Pact countries. There are three main components to the CFE Treaty, force limitations, data exchanges and on-site inspections.

2.1.1.1. **Force limitations.** The Treaty places limits on five categories of conventional armaments, referred to as Treaty Limited Equipment (TLE). These types of equipment are Battle Tanks, Armored Combat Vehicles, Artillery (100mm and above), Combat Aircraft, and Attack Helicopters.

2.1.1.2. **Data Exchanges.** The Treaty uses an Annual Exchange of Information (AEI) as well as annual and periodic notifications to disclose information concerning each State Party; e.g., force structure and organization, conventional armaments and equipment limited by the Treaty, Declared Sites, etc. The Treaty requires reporting of all Conventional Armaments and Equipment Subject to the Treaty (CAEST). CAEST includes both TLE and other equipment, including Look-a-Likes (LALs) of Armored Personnel Carriers and Armored Infantry Fighting Vehicles, Primary Trainer Aircraft, Combat Support Helicopters, Unarmed Transport Helicopters, and Armored Vehicle Launched Bridges.

2.1.1.3. **On-site Inspections.** A highly intrusive inspection regime is used to build confidence between States Parties by validating that the reported AEI data is accurate.

2.1.2. Compliance actions undertaken by USAF Forces in implementation of the treaty will be accomplished in accordance with (IAW) US and international law, as well as the terms of the protocols contained in the Treaty. In addition to the CFE Treaty, international agreements form the basis for the rights and responsibilities for US Forces in each of the countries where US Forces or activities are located.

2.1.3. This instruction provides direction required to ensure USAFE compliance with the CFE Treaty.

2.1.4. All US forces (Active, Reserve, or Guard components), including MAJCOMs, DRUs, FOAs, or independent units (such as wing/group/squadron-level/or equivalent) permanently located in, deployed to, or operating within the CFE Treaty AoA, including the entire land territory of the Signatory State Parties in Europe from the Atlantic Ocean to the Ural Mountains (ATTU), are subject to the provisions of the Treaty. The AoA excludes Russian

territory east of the Urals, as well as certain territory in Turkey, as defined in Article II, paragraph 1(B) of the CFE Treaty.

2.1.5. USAFE Wings may supplement this instruction, as required, to extent the scope and guidance at the Wing level. **(T-3)**.

2.1.6. USAFE Wings that have been reported as US CFE Declared Sites on the most recent CFE AEI will develop an Inspection Execution Plan detailing the responsibilities, requirements, tasking, etc. associated with hosting a CFE inspection. A Wing Plan template is located on the HQ USAFE-AFAFRICA/A8XA SharePoint site. **(T-1)**.

2.1.7. Other USAFE Wings may also develop an Inspection Execution Plan as necessary in order to meet any significant CFE Treaty inspection responsibilities. **(T-3)**.

Chapter 3

ROLES AND RESPONSIBILITIES

3.1. Authority.

3.1.1. The President, with advice and consent of the Senate, ratified the CFE Treaty, thereby making it legally binding on the US government (USG) under the provisions of the United States Constitution. DoD Directive 2060.1 directs all DoD activities to comply with the provisions of the Treaty. Compliance actions undertaken by USAF forces in implementation of the Treaty will be accomplished in accordance with (IAW) the terms of the Treaty and derivative guidance and policy. Commanders at all levels shall ensure their forces and personnel comply fully with the CFE Treaty, its Protocols, and all implementing directives, instructions and policy guidance. (T-0).

3.1.2. The Commander, USEUCOM (CDRUSEUCOM), as the DoD's CFE Treaty Executive Agent, is charged with ensuring all DoD agencies, Service Component Commands, US forces under NATO control, and US Joint Task Forces (JTFs) working in the CFE Treaty AoA comply with the provisions of the CFE Treaty.

3.2. Command Relationships.

3.2.1. The AF/A10S, Strategic Stability and Countering Weapons of Mass Destruction Division is the Treaty Implementation Manager for all aspects of the Air Force arms control process.

3.2.2. CDRUSEUCOM will establish and coordinate policy and procedures for implementation of arms control treaties in the CDRUSEUCOM AoR. CDRUSEUCOM is the supported commander and exercises OPCON through Service Component Commanders.

3.2.3. COMUSAFE, as CDRUSEUCOM's Air Component Commander, provides guidance and compliance procedures to USAF forces within the AoA.

3.2.4. Treaty compliance manpower and expertise is resident at the MAJCOM and Wing level. COMUSAFE will use 'Skip Echelon' tasking for routine execution of arms control responsibilities. Numbered Air Forces (NAFs) will be INFO addressees unless tasking specifically requires NAF input or involvement.

3.2.5. USAFE will normally assign a Regional Treaty Compliance Officer (TCO) to a USAFE Operating Location (OL) at each USAFE CFE Declared Site to provide Treaty subject matter expertise (SME) and assistance to all unit commanders in fulfilling their treaty compliance responsibility. Regional TCO personnel have a regional responsibility that includes numerous Treaty signatory European partner countries territories and report directly to HQ USAFE-AFAFRICA/A8XA.

3.3. USAFE-AFAFRICA Responsibilities.

3.3.1. **USAFE-AFAFRICA Staff Directorates/3rd Air Force (3 AF).** Review and update command regulations and guidance to ensure that they do not conflict with CFE Treaty requirements; ensure Treaty requirements are adequately addressed in functional areas where they should be considered. Comply with specific responsibilities in [3.3.1.1](#) to [3.3.1.7](#).

3.3.1.1. **3 AF (AFEUR).** Ensure applicable coordination with HQ USAFE-AFAFRICA/A8XA with regard to USAFE deployments of combat aircraft within the AoA.

3.3.1.2. **HQ USAFE-AFAFRICA/IG.** Coordination with HQ USAFE-AFAFRICA/A8XA and Wing-level Gatekeepers on the scheduling of CFE inspection exercises.

3.3.1.3. **HQ USAFE-AFAFRICA/JA.** Provide legal guidance, as required, regarding the interpretation and implementation of the CFE Treaty. Coordinate with ECJA and other legal offices as appropriate.

3.3.1.4. **HQ USAFE-AFAFRICA/HO.** Coordinate all unit requests for TLE/CAEST static displays with HQ USAFE-AFAFRICA/A8XA. The CFE Treaty mandates that specific reduction from operational utilization/in-service actions must be accomplished prior to TLE/CAEST being authorized as static displays.

3.3.1.5. **HQ USAFE-AFAFRICA/PA.** Provide Public Affairs guidance, advice, counsel and operations in concert with HQ USEUCOM/PA, as needed.

3.3.1.6. **HQ USAFE-AFAFRICA/A1.**

3.3.1.6.1. Coordinate projected actions involving changes to permanent USAFE organizational structure, to include changes in authorized personnel numbers, re-designation, re-subordination, location and organization activation/deactivation at least 60 days in advance of the effective date.

3.3.1.6.2. Provide the projected USAFE organizational structure information on authorized personnel numbers and on other USAF organizations located within the EUCOM AoR to HQ USAFE-AFAFRICA/A8XA upon request to develop USAFE's AEI data inputs to EUCOM.

3.3.1.6.3. Provide information for the AEI as outlined in [Chapter 5](#).

3.3.1.7. **HQ USAFE-AFAFRICA/A3/10.**

3.3.1.7.1. Identify any projected annual USAFE, EUCOM or DoD exercises that will be conducted in the EUCOM AoR and notify HQ USAFE-AFAFRICA/A8XA.

3.3.1.7.2. Provide access to the HQ USAFE-AFAFRICA/A3T Share Point web site to validate potential treaty compliance impacts for annual exercises conducted in the EUCOM AoR.

3.3.1.7.3. Ensure that HQ USAFE-AFAFRICA/A10N coordinates monthly operational activities with HQ USAFE-AFAFRICA/A8XA to determine any potential treaty impacts, as required.

3.3.1.7.4. **HQ USAFE-AFAFRICA Command Center.**

3.3.1.7.4.1. Serve as the HQ USAFE-AFAFRICA command and control (C2) OPR for receiving and disseminating arms control Voice Format inspection notifications from Defense Threat Reduction Agency (DTRA) - European Operations Division (OSE), EUCOM Joint Operations Center (JOC)" and "EUCOM Joint Nuclear Operations Center (JNOC).

3.3.1.7.4.2. Ensure that USAFE Wing Command Posts (CP) receive arms control treaty compliance inspection and evaluation notifications to take actions as required.

3.3.1.7.4.3. In conjunction with HQ USAFE-AFAFRICA/A8XA, develop procedures and arms control asset scan checklists for non-duty hours and holidays as required to implement and fulfill CFE Treaty obligations. Coordinate any changes with HQ USAFE-AFAFRICA/A8XA.

3.3.1.7.4.4. Conduct arms control asset scans during non-duty hours and provide applicable responses to DTRA-OSE, HQ USAFE-AFAFRICA/A8XA, EUCOM/JOC, EUCOM/JNOC and others agencies as required.

3.3.1.7.4.5. Ensure assigned personnel are trained on the proper utilization of the Arms Control Enterprise System (ACES) to execute asset scan operations.

3.3.1.7.4.6. Coordinate requests for new ACES user accounts for assigned personnel and provide user account deletion notifications to HQ USAFE-AFAFRICA/A8XA as required.

3.3.1.8. HQ USAFE-AFAFRICA/A4/7.

3.3.1.8.1. Identify all planned permanent transfers of TLE/CAEST into or out of the EUCOMs AoR or internally within the Command. Notify HQ USAFE-AFAFRICA/A8XA as soon as possible, but not later than (NLT) 30 days prior to such transfers taking place.

3.3.1.8.2. Identify all planned in-place disposition action of USAFE owned TLE/CAEST (to include static display, maintenance trainer, or Aircraft Battle Damage Repair (ABDR) aircraft). Notify HQ USAFE-AFAFRICA/A8XA as soon as possible, but not later than (NLT) 30 days prior to such actions taking place.

3.3.1.8.3. Ensure actions to dispose of USAFE owned TLE/CAEST (to include static display, maintenance trainer, or ABDR aircraft are accomplished in accordance with CFE Treaty provision. This will require close coordination with HQ USAFE-AFAFRICA/A8XA and the owning Wing/Installation leadership.

3.3.1.9. HQ USAFE-AFAFRICA A5/8/9.

3.3.1.9.1. Serve as the USAFE Office of OPR for arms control treaty compliance matters.

3.3.1.9.2. Develop Command policy. OPR for all arms control policy issues. Interprets and coordinates on USAFE arms control policy and directives provided by the DoD, Department of State (DOS), USEUCOM, USAF, DTRA, US interagency and others, as applicable.

3.3.1.9.3. Maintain, distribute, and coordinate changes to policy and this instruction.

3.3.1.9.4. Serve as COMUSAFE's official representative at all arms control treaty compliance inspections involving the command.

3.3.1.9.5. Coordinate between USAFE units, Air Staff, USEUCOM, USAREUR, USNAVEUR, other USAF MAJCOMs and DTRA-OSE.

3.3.1.9.6. Coordinate and develop inter-service support agreements (ISSAs), memorandums of understanding (MOUs), memorandums of agreement (MOAs), Host Country Agreements (HCAs) and other documents with appropriate service, command, Host Nations (HN) and local agencies required to implement and fulfill CFE Treaty obligations.

3.3.1.9.7. Conduct arms control asset scans during duty hours and provide applicable responses to DTRA-OSE, EUCOM/JOC, EUCOM/JNOC and others agencies as required.

3.3.1.9.8. Develop procedures for the USAFE Command Center to ensure the proper execution of asset scans, and the notification of subordinate units of impending inspections. Ensure USAFE Command Center personnel receive proper training in execution of their respective arms control responsibilities.

3.3.1.9.9. Develop training and education program for initial and recurring training for USAFE arms control personnel.

3.3.1.9.10. Plan, program, and budget for all USAFE arms control activities.

3.3.1.9.11. Accomplish notifications and annual exchange of information data IAW the CFE Treaty, the CFE 1A agreement, and this instruction to ECJ5-W. Notifications and AEI data submission will be submitted as required with information provided by HQ USAFE-AFAFRICA directorates, subordinate units, other MAJCOMs and Air Staff.

3.3.1.9.12. Develop standard operating procedures, SharePoint sites, templates and processes to be implemented across the command to facilitate the regionalized structure.

3.3.1.9.13. Ensure subordinate units at US and HN Declared Sites implement these standard operating procedures, etc., and develop/maintain executable site-specific procedures for receiving short-notice CFE inspections and for providing required support at all Declared Site and challenge locations. Ensure these procedures are exercised, as required IAW **Chapter 7** of this instruction.

3.3.1.9.14. Establish procedures to track the movement of all permanently assigned and deployed USAF forces and TLE/CAEST moving into and out of the Area of Application (AoA).

3.3.1.9.15. Establish Regional TCOs at OLs to provide direct support to USAFE Wing/Installation commanders.

3.3.2. USAFE Wing/Installation Commanders. Arms control treaty compliance is ultimately a Wing/Installation Commander responsibility. Specific responsibilities are detailed in **paragraphs 3.3.2.1 to 3.3.2.10.**

3.3.2.1. Wing/Installation Commanders will be assisted in carrying out their treaty compliance responsibilities by fulltime USAFE Regional TCOs located either at their location or at another location within the Command.

3.3.2.1.1. Where a full-time Regional TCO authorization has been provided at the location by the arms control program, Wing/Installation Commanders will appoint an

alternate TCO in writing from within the Wing/Installation organization to assist the Regional TCO and to execute required CFE Treaty duties when the Regional TCO is not available. (T2)

3.3.2.1.2. Where a full-time Regional TCO has not been provided at the location by the arms control program, Wing/Installation Commanders at US CFE Declared Sites or HN CFE Declared Sites with USAF equities will appoint two arms control points of contact (POCs) (primary and alternate) in writing from within the Wing/Installation organization to assist the servicing Regional TCO in carrying out CFE Treaty duties. (T-2).

3.3.2.1.3. Wing/Installation Commanders will provide logistical and administrative support to all assigned Regional TCOs. (T-2).

3.3.2.2. Develop site-unique plans, instructions, diagrams, briefings, checklists, and/or support procedures as required to execute the CFE Treaty and this instruction. This requirement also applies to affected subordinate units, geographically separated units (GSUs), tenant units, and FOA. (T-2).

3.3.2.3. Develop supporting exercise and training programs to ensure the unit is trained and is prepared to host and support CFE Declared Site or Challenge Inspections IAW [Chapter 7](#) in this instruction. Conduct Declared Site inspection exercises on an annual basis for US Declared Sites; participate in HN exercises and/or ensure training and preparation of all personnel located on HN Declared Sites. While USAF organizations not on a US or HN Declared Site are not required to conduct an annual inspection exercise, Commanders and their leadership team are required to meet with their servicing Regional TCO to discuss roles, responsibilities and timelines of a Challenge Inspection at their location. (T-2).

3.3.2.4. Ensure compliance with all Treaty requirements during the conduct of inspections. Commanders will not make decisions they know to be in contravention to the Treaty and would reasonably be expected to result in the declaration of an ambiguity without previous higher headquarters guidance, or if that is not available, without the consent of higher headquarters leadership. (T-1).

3.3.2.5. Establish information and awareness programs. Establish procedures to ensure personnel are informed and aware of the applicability of the CFE Treaty to US forces. Disseminate guidance with regard to the interaction with and treatment of CFE inspectors. (T3).

3.3.2.6. The Host Wing Civil Engineering Squadron will maintain currency of real-property POC information in support of the USAFE CFE Treaty Declared Site and Challenge Inspections for all MOBs, subordinate units and operating locations that are located off of the MOB such as the 701 MUNSS, etc. The Host Wing Civil Engineering Squadron will provide the following for each facility to the servicing Regional TCO as required but at least on an annual basis: POC Name, Rank, Phone Number, Organization and whether the facility has a 2-meter door. (T-3).

3.3.2.7. Designate unit 24-hour POC, i.e. CP. Develop and maintain Quick Reaction Checklists, in conjunction with the servicing Regional TCO to ensure 24-hour notification, response, and support of Declared-Site and Challenge Inspections. Provide

POC information to the servicing Regional TCO as required, but at least on an annual basis. **(T-3).**

3.3.2.8. Establish a hierarchical system of communication that will allow for quick and efficient communication during the preparation for and execution of a CFE Treaty inspection. **(T-2).** Group POCs should serve as the focal point of contact for the Regional TCO. These Group POCs should have an established relationship with squadron POCs, who in turn should have an established relationship with facility managers and units responsible for the proper display of available TLE/CAEST, and access to inspectable facilities and containers located at the Wing/Installation. See [Chapter 7](#) for specific requirements in this area.

3.3.2.9. **Personnel accountability/reporting.** (See [Chapter 5](#) for more specific details)

3.3.2.9.1. Maintain accountability of peacetime authorized military billets and notify HQ USAFE-AFAFRICA/A8XA of any projected Wing/Installation assigned personnel authorization changes when the cumulative total of such changes exceeds 500 personnel from the last yearly notified total contained in the USGs official CFE Treaty Data Exchange charts. **(T-1).**

3.3.2.9.2. Report to HQ USAFE-AFAFRICA/A8XA the authorized numbers of unit military personnel (projected through 31 December) by 1 November of each year, in conjunction with the end of the year AEI data reconciliation. **(T-1).**

3.3.2.9.3. Notify HQ USAFE-AFAFRICA/A1M and HQ USAFE-AFAFRICA/A8XA of any known and/or planned permanent organizational changes, to include the renaming, reorganization, location, and/or re-designation of CFE reportable units shown in Chart I of the CFE Data Exchange not later than 90 days prior to the desired effective date of the change. **(T-1).**

3.3.2.10. **Equipment accountability/reporting.** (See [Chapter 6](#) for more specific details)

3.3.2.10.1. Units will physically account for and report the sum total of all assigned TLE/CAEST at their location in conjunction with the end of the year AEI data reconciliation. **(T-1).**

3.3.2.10.2. Continuously track and notify, through ACES, the deployment and location of permanently assigned TLE/CAEST to HQ USAFE-AFAFRICA/A8XA. **(T-1).**

3.3.2.10.3. Notify, coordinate with and seek approval from HQ USAFE-AFAFRICA/A4/7 and HQ USAFE-AFAFRICA/A5/8/9 (HQ USAFE-AFAFRICA/A4M is the aircraft operations OPR and HQ USAFE-AFAFRICA/A8XA is the Treaty compliance OPR) prior to taking any action involving a permanent change in the number of assigned USAFE owned TLE/CAEST. Initial notification will occur as soon as possible but not later than 45 days prior to the desired change date. **(T-1).**

3.3.2.10.4. Notify, coordinate with and seek approval from HQ USAFE-AFAFRICA/A4/7 and HQ USAFE-AFAFRICA/A5/8/9 prior to taking any action involving the permanent in-place disposition of USAFE owned TLE/CAEST (to

include: static displays, ground instructional trainers and ground targets). Initial notification will occur as soon as possible but not later than 45 days prior to the desired conversion date. **(T-1).**

3.3.2.10.5. Report any accidental losses of USAFE owned TLE/CAEST immediately and provide disposition instructions as soon as they are available. Remains of aircraft wreckage will be accounted for until such a time that disposition instructions release them from unit ownership. Notify HQ USAFE-AFAPRICA/A8XA once relief of unit equipment ownership has been received and provide a copy of these official documents for filing as a matter of record in the MAJCOM Treaty office. **(T-1).**

3.3.3. Tenant Units on USAFE Installations. To ensure the USG meets all CFE Treaty compliance obligations and international laws, tenant unit commanders will:

3.3.3.1. Develop support plans, checklists and/or operating instructions as required to fulfill responsibilities of this instruction. **(T-1).**

3.3.3.2. Provide coordination, personnel, resources and support to USAFE Wing/Installation commanders and Regional TCOs as required to execute CFE Treaty inspections and exercises IAW this instruction, local plans and/or checklists. **(T-1).**

Chapter 4

INSPECTION PLANNING AND EXECUTION

4.1. Inspection Types.

4.1.1. Declared Site Inspections. A Declared Site is defined as a military facility (i.e. base) or precisely delineated geographic location that contains one or more Objects of Verification (OOVs) as well as an installation that meet other requirements, such as being designated as a military airfield. An OOV is a unit (i.e. Wing) with permanently assigned TLE. The US is the Inspected State Party (ISP) during inspections at US Declared Sites. During the conduct of inspections at HN Declared Sites, the USG exercises rights as the ISP with regards to its facilities, equipment, and personnel. The DTRA is the official USG representative during the execution of all CFE inspections. US tenant organizations at HN Declared Sites will implement USAFE policy (consistent with HCAs) with regard to the inspection of its assets. Tenant units must ensure a positive working relationship and clear lines of communication are established with the HN to ensure smooth implementation.

4.1.1.1. The number of Declared Site inspections for which the US is liable, known as its passive inspection quota, equals 15% of the number of OOV that are notified in the AEI data. These inspection quotas will be determined at the beginning of each annual inspection cycle (beginning 16 March of each year).

4.1.1.2. Currently, USAFE maintains four Declared Sites/OOVs: 31 FW at Aviano AB, Italy; 48 FW at RAF Lakenheath, United Kingdom; 52 FW at Spangdahlem AB, Germany; and 86 AW at Ramstein AB, Germany.

4.1.1.3. USAFE is also responsible for preparing its units, personnel, facilities and equipment located (permanently or temporarily) on foreign HN Declared Sites for inspections.

4.1.2. Challenge Inspections within Specified Areas. Challenge Inspections are conducted within Specified Areas measuring no more than 65 square kilometers. Host countries are primarily responsible for these inspections but the USG will assist and exercise its rights as the ISP, as appropriate, when it has forces or facilities in the Specified Area. Declared Sites within the Specified Area cannot be inspected during a Challenge Inspection.

4.1.2.1. Since the USG does not have territory within the AoA, there are no US quotas for Challenge Inspections. The host country's Challenge Inspection quota applies to US forces located on their territory.

4.1.2.2. US facilities and forces within the specified area (with the exception of Declared Sites) are subject to inspection under a Challenge Inspection conducted on its host country's territory.

4.2. Inspection Notifications. The OSE-Ops Center will act as the single point of contact for all theater inspection notifications. OSE-Ops Center will receive all CFE notifications and will transmit key information via electronic Voice Format (VF) notifications to all Service Components in theater, as well as to USEUCOM. Components are required to report back to DTRA-OSE within two hours if any assets will be affected. During duty hours HQ USAFE-AFACRICA/A8XA will conduct asset scans to determine if any Air Force assets (permanent or

temporary) will be affected by the inspection notification. HQ USAFE-AFAFRICA/A8XA will provide the positive/negative result back to the OSE-Ops Center, with an information copy to USEUCOM and all USAFE arms control personnel. During non-duty hours the HQ USAFE-AFAFRICA Command Center (UACC) will perform all the asset scan tasks IAW the procedures established in the joint MOU. The two primary VF notifications for CFE inspections are the VF-1 and the VF-3, and the specific details are provided below.

4.2.1. Initial Notification (VF 1). No less than 36 hours prior to the estimated time of arrival (ETA) of the inspection team at a point of entry/exit (POE), the inspecting State Party will notify the intent to conduct an inspection. Normally, this notification is sent to all signatory States Parties. Each Declared Site shall be associated with at least one POE.

4.2.1.1. The initial notification will include the desired POE, the ETA of the inspection team and the likely number of sequential inspections to be conducted, if any. The Treaty requires that the USG will simultaneously be notified with the host State Party if the inspecting State Party intends on inspecting a US Declared Site or forces located in a Specified Area during a Challenge Inspection. If the notification indicates that a US site will be inspected, the desired POE will allow USAFE to identify the Declared Sites subject to inspection. This includes US Declared Sites and foreign HN Declared Sites containing assigned or temporary US Forces. USAFE units subject only to Challenge Inspection will not normally be directed to prepare for inspection, but servicing Regional TCOs should review local plans, instructions and/or checklists with commanders as a contingency.

4.2.1.2. Since the initial VF-1 notification will not specify which specific site the notifying country intends to inspect, all USAFE units (on US or HN Declared Sites) within the footprint of the POE will begin necessary preparations immediately on receipt of the initial VF-1 notification. USAFE units subject only to Challenge Inspections will normally not be directed to prepare for an inspection **(T-0)**

4.2.2. Designation of the Inspection Site (VF 3). The inspecting State Party will designate the first Declared Site or Specified Area to be inspected no less than one hour and no more than 16 hours after arrival at the POE. Historically, the inspection team informs the inspected State Party on the type and location of inspection to be conducted within 1 hour of their arrival at the POE.

4.2.2.1. Any USAFE unit designated for a CFE inspection will complete preparation for the inspection in accordance with local plans, instructions and/or checklists that were started with the receipt of the initial VF-1 notification. This preparation effort will be led by the assigned Regional TCO, but it will require direct support from the Wing/Installation leadership and it will involve efforts from units across the installation (See later paragraphs in this chapter for specific tasks/guidance). As per the CFE Treaty, the designated site will have a minimum of six hours to prepare for the inspection.

4.2.2.2. There is no right of refusal for a Declared Site inspection, unless "Force Majeure" (a superior or irresistible force beyond the control of a State Party) is declared. Units will not declare "Force Majeure." This will only be done through the Commander USAFE and in coordination with USEUCOM and the DTRA-OSE and higher national authorities.

4.2.2.3. If the inspection team designates a US Declared Site at which less than 50% of the assigned TLE is present at the time of site declaration, DTRA-OSE will inform the inspection team of this status and give them the option of choosing a different site located within the requested POE footprint. If the inspection team insists on visiting this site anyway, the inspection will continue without delay. If a foreign site with US equipment or facilities is chosen, the DTRA liaison officers (LNO) team will accompany the foreign escort team to that site to ensure US Treaty rights and OPSEC are adequately protected.

4.3. General Inspection Procedures.

4.3.1. Site Entry.

4.3.1.1. In general, the unit commander will not allow the inspecting State Party's Inspection Team (IT) entry onto the US base (or US facility on HN base) until expiration of the 6-hour preparation time and the arrival of the DTRA-OSE Escort Team (ET), as provided by the Treaty. During a Challenge Inspection, units and non-Declared Sites in the Specified Area will use the full six hours to prepare for the arrival of the inspection team at the Specified Area. **(T-2).**

4.3.1.2. ITs will not be allowed on any US installation until a DTRA-OSE official is present to represent the USG, even after expiration of Treaty-specified time delays. The unit commander or designated individual is authorized to make the following statement to the IT: "Under the provisions of the Protocol on Inspection, Section II, **Paragraph 5**, we will not be able to begin the inspection at this time due to a delay in the arrival of the official USG representative." Once the DTRA-OSE official arrives, the IT may be escorted onto the installation and taken immediately to a briefing facility. **(T-2).**

4.3.1.3. Once entry is authorized, the site will ensure that entry to the site is expedited and the IT is not held up at the main gate. Entry Authorization Lists (EAL) will not be used during CFE inspections or exercises. The DTRA-OSE official and/or the unit local escort personnel will vouch for the inspection team in order to expedite access to the installation and any facility or area located on the installation that requires access. Regional TCOs will pre-coordinate all inspections and exercises with wing/installation Security Forces and Air Force Office of Special Investigation (OSI) units. **(T-2).**

4.3.2. **Official Site Diagram.** Only units that are located on US Declared Sites will be required to produce CFE Site Diagrams. Units will provide the DTRA-OSE ET with a treaty compliant copy of the Site Diagram before the arrival of the IT. Upon authorized entry, the DTRA-OSE representative will escort the IT to the administrative area and its administrative room and present a copy of the official site diagram and a key to the administrative room. The DTRA-OSE representative may also choose to present the Site Diagram to the IT at the gate, prior to entry onto the site. Detailed requirements for the official site diagram are specified in **paragraph 4.5.** **(T-0)**

4.3.3. **Pre-Inspection Briefing (PIB).** Only units that are located on US Declared Sites will be required to develop and deliver a PIB. Within 30 minutes of receiving the official site diagram of the Declared Site, the inspection team shall designate the object of verification (OOV) for inspection. The unit will begin the PIB after the OOV designation and this briefing will not exceed one hour. Following the briefing, the IT may pose questions. Questions regarding US facilities and equipment will be answered by the DTRA-OSE

representative, unless they are referred to the Regional TCO. Following the question and answer period, the IT will brief its inspection plan. PIBs are not provided for Challenge Inspections. Detailed requirements for the PIB are specified in [paragraph 4.6. \(T-0\)](#).

4.3.4. Group Photograph. With the IT's permission, US Declared Site units will arrange for a group photograph to be taken prior to inspection commencement. One framed copy of the photograph will be provided to the IT chief, with unframed photos to the remaining team members at the conclusion of the inspection. Photos will be funded by HQ USAFE-AFAFRICA/ A8XA. **(T-3)**.

4.3.5. Inspection Escorting. The IT, consisting of a maximum of nine personnel, may organize itself into a maximum of three sub-teams, provided the HN is not simultaneously hosting another inspection. In this case, the IT may be limited to two sub-teams as determined by the HN LNOs. Each subgroup will be escorted by an equal number of DTRA-OSE ET personnel. The number of DTRA-OSE personnel will normally not exceed 10. DTRA-OSE will escort the IT and control the movement of the inspection team and its individual members. US Declared Site units will insure that at least nine trained local site escorts (three per subgroup) are available during an inspection. Local site escorts will facilitate movement of the DTRA OSE ET and the IT from point to point in the safest and most expedient routes available. While on a US site and during inspections of US facilities on HN sites, all members of the US ET will be under the control of the DTRA-OSE ET chief. **(T-1)**

4.3.5.1. Local site escorts will be the "first in" (to check with facility personnel to ensure readiness prior to allowing the IT access) and "last out" of all US facilities. **(T-1)**.

4.3.6. Protecting OPSEC. The Wing/Installation commander will ensure compliance with all Treaty provisions while also protecting OPSEC. Site personnel will work closely with DTRA-OSE ET personnel to ensure Treaty compliance and OPSEC protection. Detailed OPSEC guidance can be found in [paragraph 4.7. \(T-1\)](#).

4.3.7. Inspector rights. USAFE personnel will not violate inspector rights. Inspectors and their equipment or property will not be handled or examined by site personnel without inspector concurrence. **(T-0)**.

4.3.7.1. Without prejudice to their privileges and immunities, inspectors and transport aircrews are obliged to respect the laws and regulations of the HN and are not to interfere with HN internal affairs.

4.3.7.2. If USAFE personnel determine that an inspector has violated the conditions governing the inspection activities set forth in the Inspection Protocol, they will notify the DTRA-OSE ET chief. **(T-1)**.

4.3.8. Inspector Access. Inspectors will be allowed immediate access to TLE/CAEST and inspectable facilities/containers in accordance with Treaty requirements. USAFE defines immediate access as within three minutes of the IT's arrival at the specific entry point. Detailed access guidance is specified in [paragraph 4.7. \(T-1\)](#).

4.3.9. CFE Control Center Operations. Commanders will conduct CFE Control Center C2 operations to ensure the successful tracking and execution of the inspection. At a minimum Wing/Installation/Group commanders will ensure the required number of trained personnel

are appointed in writing to serve as the CFE Mission Director and Group POCs to conduct CFE Control Center C2 operations. Group POCs will need direct contact with their Squadron and/or tenant unit POCs and unit facility managers during inspection execution. **(T-2). Note:** CFE Mission Controllers may be utilized if desired. At a minimum, the CFE Control Center will:

- 4.3.9.1. Maintain continual awareness of the location of all inspection sub-teams. **(T-3).**
- 4.3.9.2. Maintain a record of TLE/CAEST and inspectable facilities/containers accessed by the inspection team. **(T-3).**
- 4.3.9.3. Ensure the ability to respond to TLE/CAEST, inspectable facilities/containers access issues and remediate the situation through direct contact with local site escorts, Group/Squadron POCs and the facility managers. **(T-2).**
- 4.3.9.4. Maintain effective coordination between the Maintenance Operations Center (MOC) and transient alert on combat aircraft or attack helicopter arrivals/departures at the Declared Site and ensure the timely reporting of such actions to the DTRA OSE ET and IT. **(T-2).**
- 4.3.9.5. Ensure timely updates to the DTRA OSE ET and IT as changes occur, including TLE/CAEST arrivals on board cargo aircraft or on over-the-road transportation. The location of the newly arrived TLE/CAEST will be tracked and provided. **(T-2).**
- 4.3.9.6. Maintain a record of any issues identified throughout the inspection. **(T-3).**
- 4.3.9.7. Ensure timely mass notification of the CFE inspection start and completion. **(T-3).**

4.4. Inspection Execution.

4.4.1. **Logistical Arrangements.** Preparation for an inspection involves both logistical and operational aspects. Commanders will provide all necessary support required to properly execute the inspection while the IT is on a US Declared Site as detailed in [4.4.2](#) to [4.4.13](#). The HN is responsible for providing all support at their Declared Sites or during the conduct of Challenge Inspections, even if US forces and/or facilities are present.

4.4.1.1. Units have some preparation responsibilities after the initial notification of intent to inspect (36-hour notification) and further steps must be taken if the site is selected for inspection (6-hour notification). A large number of tasks will have to be accomplished in a short amount of time. Sample inspection preparation checklists can be downloaded from the HQ USAFE-AFAFRICA/A8XA SharePoint site and tailored to local base requirements.

4.4.1.2. During the conduct of Challenge Inspections within a specified area that contains a US-controlled location/facility, US forces may provide some aspects of support (as detailed in [4.4.2](#) to [4.4.13](#).) while the IT is on the US-controlled facility. The provision of this support will be contingent on available resources and will be subject to any Host Country Agreement. **(T-3).**

4.4.2. **Transportation.** The host State Party is responsible for transporting the IT to and from the US Declared Site. The inspection team may conduct inspections on foot, by helicopter, by cross-country vehicle, or any combination of these.

4.4.2.1. **Helicopter.** Inspection teams may request helicopter over flight of sites greater than 20 square kilometers. USAFE has no sites meeting this requirement and will coordinate with EUCOM, DTRA-OSE and the HN to routinely deny any such request.

4.4.2.2. **Local Transportation.** The inspected site commander will provide local transportation, (cross-country capable where required) sufficient to transport IT teams and, if necessary, sub-teams, and DTRA-OSE, host State Party, and installation escorts, while on US installations and between the installation and any associated site such as a Local Training Area. To assist in planning, it is recommended that buses capable of transporting at least 15 people be provided, both for passenger capacity, moving equipment and ease of personnel vehicle entry-exit. Cross-country vehicles are only required for large areas of rough terrain, and are normally not a requirement on USAFE bases unless the installation perimeter fence line contains terrain requiring cross-country vehicles to provide IT access to these locations. **(T-2).**

4.4.2.2.1. Buses should be clearly marked and identified by sub-team designation. **(T-3).**

4.4.2.2.2. Reserved parking should be made available in the immediate vicinity of the administrative area. **(T-3).**

4.4.2.2.3. All vehicle operators will be flight-line qualified and familiar with the Declared Site. **(T-2).**

4.4.2.2.4. Vehicle operators will have radio communication with the site escorts and the control tower in order to cross active taxi ways, if required. **(T-3).**

4.4.3. **Meals and Refreshments.**

4.4.3.1. Wings/Installations will arrange for meals, including carry-out, during regular dining facility operating hours. Meals may be provided in the administrative area if not disruptive to the operation of the facility. Meals, Ready to Eat (MRE) are acceptable should normal meal service not be available at the time. Meals will be funded by DTRA-OSE for the IT and DTRA-OSE ET for the duration of the Declared Site inspection, subject to the site's ability to furnish meals at military or contracted dining facilities. **(T-2).**

4.4.3.2. Wings/Installations will arrange for refreshments in the administrative area. The IT administrative room will have, as a minimum, coffee, water, and light snacks. The briefing room will have similar arrangements. DTRA-OSE will reimburse up to \$50 for refreshment costs for the IT providing it is a real-world inspection and a receipt of purchase is submitted. HQ USAFE-AFAFRICA/A8XA will supplement refreshment costs during treaty inspections per AFI 65-601, paragraph 4.30.1, as required. Regional TCOs will coordinate with DTRA-OSE prior to any expenditure. Use base dining facilities and the commissary to defray costs. **(T-2).**

4.4.4. **Lodging.** Normally, the IT will be lodged off-base at a civilian hotel. All arrangements will be made by DTRA-OSE. If no off-base lodging is available, the inspected Wings/Installations should be prepared to billet the IT, DTRA-OSE ET and HN LNOs, approximately 20 to 25 individuals, in installation lodging. For security and safety purposes,

units will make all efforts to ensure DTRA-OSE and the IT are billeted together in the same building, to include moving individuals already in rooms. **(T-2).**

4.4.4.1. Without inspector concurrence, site personnel will not enter inspector lodging rooms while inspectors remain on site. Any cleaning service normally provided in these rooms will not be performed without inspector concurrence. **(T-2).**

4.4.4.2. All rooms utilized by the IT must be sanitized prior to the IT's entry. This means that all telephones, computers, and sensitive information will be removed or secured by physical or software safeguards. **(T-2).**

4.4.4.3. If requested, base lodging offices will assist DTRA-OSE in identifying local economy facilities in which DTRA-OSE can contract for sufficient hotel spaces to accommodate the inspectors and escorts. DTRA-OSE will make reservations and pay for these accommodations. **(T-3).**

4.4.4.4. Additional personnel from EUCOM and USAFE may be present to support the inspection. Wings/Installations should provide on base lodging if at all possible to support the inspection preparation and execution. It is not required that they be billeted jointly with DTRA-OSE and the IT. **(T-3).**

4.4.5. Administrative Area. Wings/Installations will provide an Administrative Area consisting, at minimum, of a work room for the IT and a briefing room for the presentation of the PIB. The IT work room and the briefing room will be located in the same facility or within a short walking distance in order to facilitate the inspection and ensure positive control of the inspectors. Since the IT has diplomatic status and because of the nature of the event, proper protocol dictates that the Wing Headquarters serve as the primary Administrative Area. Wing/Installations should also identify a location to serve as an alternate Administrative Area. Specific requirements are detailed in the paragraphs below.

4.4.5.1. Administrative Room for IT. The Wing/Installation will provide an administrative room from the IT with adequate space for nine-people. This room is for storage of equipment and supplies, report writing, rest breaks, etc. **(T-0).**

4.4.5.1.1. The room provided will be identified by a sign and furnishings will include, at a minimum, a chair for each individual and one large table for paperwork and meetings. The IT administrative room should be located near an easily accessible smoking area when possible and will be capable of being secured (i.e. lockable with a key) to prevent unauthorized entry during the inspection. **(T-1).**

4.4.5.1.2. Without inspector concurrence, site personnel will not enter the IT administrative room while inspectors remain on site. Any cleaning service normally provided in the IT administrative room will not be performed without inspector concurrence. **(T-2).**

4.4.5.1.3. The IT administrative room must be sanitized prior to the IT's entry. This means that all telephones, computers, and sensitive information will be removed or secured by physical or software safeguards. **(T-2).**

4.4.5.2. DTRA-OSE Room. Wing/Installations should also provide the DTRA-OSE ET with a separate administrative room similar in set-up to the IT's room and in the immediate vicinity of the IT administrative room. The DTRA room does not require a

telephone. This area can be more austere than that provided for the IT, but should include sufficient chairs and a table for the ET. The pre-inspection in-brief room (see below) can double as the DTRA-OSE ET room if other facilities are not available but it will be clearly identified. **(T-3)**.

4.4.5.3. Briefing Room for the PIB. Wings/Installations will provide a briefing room capable of accommodating approximately 40 people with computer projection capability to be used for the PIB. Since the IT has diplomatic status as direct representatives of their nations leadership and because of the high-level international political visibility nature of the event, proper protocol dictates that the Wing Conference Room serve as the primary location for the PIB. Wing/Installations should also identify a location to serve as an alternate briefing room. **(T-1)**.

4.4.5.3.1. Briefing Room Seating (In-Brief): A conference table will be set up with at least nine chairs on each side for the IT and DTRA-OSE ET. To facilitate access and egress, the IT should be seated on the side closest to the briefing room entrance. The IT and DTRA-OSE ET team chiefs will be placed in the middle of their teams, facing each other across the table. If applicable, the Wing CC and the HN CC will be seated next to each other, at the head of the briefing table. Out of courtesy and to enhance dialogue, the Wing CC should be seated closer to the IT. Name plates will be provided to indicate the seating positions at the table. EUCOM and /or USAFE representatives will be seated directly behind the DTRA-OSE ET Chief. Local Site Escorts will be seated as three sub-teams consisting of at least three members each. Seating will also be provided for HN LNOs. Seating may also be provided for other unit commanders for the inspected installation. A seating chart should be projected on the screen for the entire room. A sample in-briefing seating diagram can be found on the HQ USAFE-AFAFRICA/A8XA SharePoint site. **(T-2)**.

4.4.5.3.2. Briefing Room Setup:

4.4.5.3.2.1. A folder containing a copy of the official Declared Site diagram (see [paragraph 4.5](#)), the PIB slides, and a TLE/CAEST tracking sheet will be placed at each IT and DTRA-OSE ET seat. The Wing commander and HN base commander will also receive a copy of the briefing. **(T-2)**.

4.4.5.3.2.2. A writing pad and pencil/pen, will be placed at each position at the table. Country flags of the HN, US and IT should also be placed on the table. If the flags are not available at the Declared Site, the Regional TCO should request DTRA-OSE or HQ USAFE-AFAFRICA/A8XA for assistance in sourcing them. Every effort must be made to ensure a flag for each State Party is displayed. Water should also be available on the table. **(T-3)**.

4.4.5.3.2.3. Two podiums (if feasible-one podium at a minimum) for the TCO and DTRA interpreter with microphone capability if required. This equipment should be tested before the PIB start. **(T-3)**.

4.4.5.3.3. Briefing Room Seating (Out-Brief). The briefing room will be reconfigured prior to the out-brief and report signing. The three team chiefs (IT, ET and HN LNO) will be seated side by side at the end of the briefing table. This will facilitate the signing of the report and closing ceremonies. If applicable, the Wing

CC and the HN CC will be seated next to each other at the head of the briefing table. All other seating will remain as per the in-brief set-up. Name plates will be provided to indicate the seating position. A sample out-briefing seating diagram can be found on the HQ USAFE-AFAFRICA/A8XA SharePoint site. **(T-3)**.

4.4.6. AAFES and Other Facility Privileges. Use of certain base facilities is a courtesy extended to the IT to further a cooperative environment and is not a Treaty right. At no time will units violate host country agreements/law to allow inspectors use/access of the below facilities. Access to AAFES and other facilities on USAFE installations will only be allowed if that installation is selected for a CFE inspection.

4.4.6.1. Exchange. Use of AAFES facilities may be authorized IAW HN policy. In Germany, USAREUR is the Executive Agent and is responsible for processing Temporary Authorization Cards with information on inspectors provided by DTRA-OSE. DTRA-OSE will deliver the cards to locations in Germany if arranged with the Regional TCO. For other countries, Regional TCOs will help arrange access, if possible, in accordance with HN rules and local policy. In all cases, the sale of uniform items or rationed items is not authorized.

4.4.6.2. MWR. Use of MWR facilities such as officers' clubs, enlisted clubs, libraries, and fitness centers is also authorized. Use of snack bars, cafeterias, and theaters is authorized.

4.4.6.3. Commissary. The IT is not permitted to use the Commissary facilities.

4.4.7. Gift/Photo Exchange. Gift exchanges following the inspection are a common practice and Wing/Installations should be prepared to reciprocate in kind. **(T-3)**.

4.4.7.1. A framed picture of the group photo taken at the beginning of the inspection is normally provided to the IT Chief, with unframed photos to the remainder of the IT members. In addition, it is recommended that individual mementos be provided to the IT. Responsibility for funding such mementos rests with the organization that presents them, however, USAFE routinely supplements Wing/Installation commander's Official Representation Funds (ORF) for this express purpose.

4.4.7.2. Arms control treaty inspectors normally fall within the authorized categories for ORF according to AFI 65-603, paragraph 5.1 by virtue of their role as visiting diplomats of their home country. Specific questions regarding ORF spending for CFE inspectors should be referred to the appropriate authorities.

4.4.7.3. US service personnel may accept or exchange personal mementos of nominal value as outlined in DoD and USAF regulations.

4.4.8. Medical Care.

4.4.8.1. Wing/Installations will provide the IT emergency medical care, including appropriate access to a medical facility, and medical evacuation if required, either through military means or through coordination with the host State Party. The emergency medical system or arrangements currently in place for US personnel on each installation normally will be adequate. Medical elements will stabilize then refer the patient to their HN medical care system as soon as the situation permits. **(T-2)**.

4.4.8.2. Wing/Installations should only provide non-elective routine medical care (i.e., sick call) on a case-by-case basis depending on US medical treatment facility capability and space availability, and after consultation with DTRA-OSE personnel. **(T-3)**.

4.4.8.3. Military Treatment Facilities (MTF) will accumulate all medical costs associated with CFE inspections and report details to HQ USAFE-AFAFRICA/SGSR, Financial Medical Branch, by the end of the month that treatment was provided. The servicing Air Force MTF will pay any bills associated with CFE treaty support and bill DTRA-OSE for services provided. **(T3)**.

4.4.9. **Communications.**

4.4.9.1. Upon request, DTRA-OSE escorts will provide the IT with telecommunication means to contact their embassy IAW CFE Treaty obligations. Wings/Installations will be prepared to provide this communication support in the event that the DTRA-OSE means fail. **(T-0)**.

4.4.9.1.1. For OPSEC purposes, DTRA-OSE will not allow IT members to use their personal cell phones during the conduct of the inspection.

4.4.9.1.2. The HN LNOs will provide communication support when the team is not on a US inspection site.

4.4.9.2. Wings/Installations will provide communication support for intra sub team communication while the IT is on site. The primary means for this communication will be US Land Mobile Radios (LMRs). **(T-0)**.

4.4.9.2.1. Cell phones and LMRs could cause an explosion if used in the wrong area (ref. AFMAN 91-201, Air Force Explosive Safety Standards). Therefore, local site escorts will maintain a minimum distance of 10 meters from all explosive storage areas when LMRs and cell phones are in use. **(T-2)**.

4.4.10. **Force Protection (FP).** Wings/Installations are responsible for the security, safety and FP of their installations and personnel and will provide a appropriate level of FP for the IT and DTRA-OSE escorts while they are on the installation. **(T-2)**.

4.4.10.1. T members will be escorted at all times by DTRA-OSE. Any security violations by the IT will be immediately reported to the DTRA-OSE team chief.

4.4.10.2. Additional security measures for the IT should be considered and implemented as necessary. This can include bomb sweeps, extra security for the IT, or extra base security measures as the FP level dictates.

4.4.10.3. The initiation of a real-world FP Delta will result in the immediate suspension of inspection activities and the in-place securing of all IT personnel until subsequently cleared for release by the installation's command and control center. EUCOM, HQ USAFE-AFAFRICA/A8XA and DTRA-OSE will be notified immediately.

4.4.11. **Legal.** DTRA-OSE will act as the USG national-level on-site representative for Treaty matters and, during inspections at US sites in Europe, will provide official US interpretation of Treaty issues. HQ USAFE-AFAFRICA/A8XA and regional TCOs will advise commanders with regard to policy issues and the implementation of the Treaty.

Command and Wing legal offices will provide legal guidance as required regarding the interpretation of the CFE Treaty.

4.4.12. **Responsibilities.** DTRA-OSE will act as the USG national-level on-site representative for Treaty during the execution of all CFE inspections and will present official US interpretation of any Treaty-related issues. HQ USAFE-AFAFRICA/A8XA and Regional TCOs will advise commanders with regard to policy issues and the implementation of the Treaty. All arms control-related questions or issues associated with inspection discrepancies will be referred to HQ USAFE-AFAFRICA/A8XA, EUCOM/ECJ5-W, AF/A10-S, or SAF/AAZ as appropriate. Command and Wing legal offices may provide legal guidance, as appropriate, but will defer treaty-compliance-related issues to the Office of the General Counsel (SAF/GC), which is the office responsible for legal interpretation of international arms control agreements within the Department of the Air Force. HQ USAFE-AFAFRICA/A8XA will promptly advise EUCOM/ECJ5-W and AF/A10-S of any treaty compliance-related issue that has been referred to SAF/GC for legal interpretation.

4.4.13. **Requests for political asylum/temporary refugee status.** Local site personnel must not announce or broadcast this type of request over LMRs, cell phones, or other types of unsecured communication. They must immediately notify a DTRA-OSE ET member in a discreet manner to take actions in accordance with US and HN guidance. The US Wing/Installation commander, CFE Mission Director, Security Forces and AF Office of Special Investigation (AFOSI) will be advised/consulted if any such situation arises. On USAF installations, the AFOSI is the lead US agency supporting the HN for situations concerning a request for political asylum by foreign IT members.

4.4.14. **Inspection Report.** At the completion of the inspection, the IT, DTRA-OSE ET and the HN LNOs will prepare and sign a formal inspection report IAW the CFE Treaty, Section XII, POI, and procedures agreed upon at the Joint Compliance Group (JCG).

4.5. Official Site Diagram Requirements.

4.5.1. **General.** A Declared Site shall consist of all territory within its man-made or natural outer boundaries, as well as associated territory comprising firing ranges, training areas, maintenance and storage areas, helicopter airfields, and railroad loading facilities at which battle tanks, Armored Combat Vehicles (ACVs), artillery (larger than 100mm), combat helicopters, combat aircraft, reclassified combat-capable training aircraft, Armored Personnel Carrier (APC) LALs, Armored Infantry Fighting Vehicle (AIFV) LALs, or Armored Vehicle Launch Bridges (AVLBs) are permanently or routinely present. For USAFE, CFE Declared Sites will be the entirety of the installation within the fence line. Each USAFE Declared Site contains only one OOV.

4.5.2. USAFE Declared Sites will keep CFE Declared Site Diagrams current with changes to the base. At a minimum CFE Site Diagrams will be updated twice per year, by 1 February and 1 August of each year. USAFE units that are not Declared Sites or that are located on HN Declared Sites will not be required to produce Site Diagrams. (T-2).

4.5.3. **Official Site Diagram Requirements.** The CFE Treaty, Protocol On Inspection, Section VII, paragraph 9, provides specific site diagram requirements. In accordance with these CFE Treaty requirements, USAFE declared sites will produce site diagrams that meet the requirements specified in [paragraph 4.5.3.1](#) through [4.5.3.11](#).

4.5.3.1. **Geographic coordinates.** The geographic coordinates of a point within the installation to the nearest 10 seconds will be indicated on the Site Diagram. **(T-0).**

4.5.3.1.1. A line will be used to point from the coordinates to the exact reference point on the Declared Site where the measurement was taken. **(T-2).**

4.5.3.1.2. The reference point will be located outside or near the Wing headquarters building, e.g., at the Wing headquarters flagpole. The point will be shown on the diagram using a uniform symbol of a central dot intersected by two perpendicular lines. The coordinates will be expressed in degrees, minutes, and seconds. **(T-2).**

4.5.3.2. **True North Arrow.** The true north arrow will be located on the diagram and will be large enough to make it easily identifiable. Below the arrow should be the words "True North". **(T-0).**

4.5.3.3. **Scale.** The scale of the diagram (in the form of a scale bar) will be expressed in meters, with "Meters" annotated below the scale bar. The scale will also be expressed as a ratio (e.g. 1: 7,500). **(T-0).**

4.5.3.4. **Perimeter.** The perimeter of the Declared Site should follow natural or man-made features to the extent possible (for most USAFE installations this will be the base fence line). Since All USAFE Declared Sites currently contain only one OOV, the OOV boundary will be identical to the Declared Site perimeter. The Declared Site perimeter/OOV boundary will be delineated by a bold black line. **(T-0).**

4.5.3.5. **Major buildings and roads.**

4.5.3.5.1. **Buildings.**

4.5.3.5.1.1. All buildings will be depicted on the official site diagram. **(T-0).**

4.5.3.5.1.2. In order to facilitate the inspection process, building numbers will be included on the site diagram. **(T-2).**

4.5.3.5.1.3. Buildings and areas holding TLE/CAEST will be depicted with a degree of detail to facilitate the designation of TLE/CAEST locations during the briefing. **(T-2).**

4.5.3.5.1.4. Facilities/areas where TLE/CAEST is routinely present will be identified on the site diagram by highlighting the facility or drawing a line around these areas (e.g. flight line). **(T-2).**

4.5.3.5.2. **Roads.** With few exceptions, all roads on the installation will be depicted on the site diagram. If the Declared Site has more than one part where TLE/CAEST is routinely present and these parts are separated by roads, the connecting roads should also be depicted on the site diagram. **(T-0).**

4.5.3.6. **Entrances/Exits to the Declared Site.** The main vehicle entrance(s) will be shown with a symbol or box, as well as words such as "Main Gate". All other gates will be depicted on the Site Diagram with words and/or a uniform symbol. **(T-0).**

4.5.3.7. **Separately Located Areas.** Separately located areas will be included on the Site Diagram. These are areas where TLE/CAEST is routinely present but that are

outside of the main Declared Site (e.g., a local training area or a separately located element of an OOV). **(T-0)**.

4.5.3.7.1. If including an outlying associated area as well as the main the Declared Site on a single page would unsatisfactorily diminish the utility of the diagram, the outlying area could be depicted on a second page, and if appropriate, to a different scale. The name of the separate area/OOV, an arrow depicting direction, and the distance to that separate area/OOV shall be depicted on the first page. **(T-2)**.

4.5.3.8. **Administrative Area.** The location of an Administrative Area for the IT and CFE briefing will be highlighted in some way and line should connect the building with the words "Administrative Area". **(T-0)**.

4.5.3.9. **Diagram title.** A title box will appear on the Site Diagram with the following information included:

4.5.3.9.1. Include in one area (or on one line) the record number, name, and location of the Declared Site as it appears on Chart V. Example: CFE Declared Site, IT010, Aviano Air Base, Aviano, IT. **(T-2)**.

4.5.3.9.2. Include in another area (or on another line) the OOV designation and the formation or unit record number as it appears on Chart IIIB. Example: Object of Verification, 31 FW, YF 0833 (Note: DO NOT include the OOV sequence number that appears on Chart V (i.e. "OOV # 2")) **(T-2)**.

4.5.3.9.3. The total area of the Declared Site expressed in square kilometers. **(T-2)**.

4.5.3.10. **Legend.** A legend will be included to explain any symbols used on the diagram. At a minimum the legend will include **(T-2)**:

4.5.3.10.1. Main Gate(s)

4.5.3.10.2. Other gates (only if symbol is used)

4.5.3.10.3. Perimeter of the Declared Site/Boundary of the OOV

4.5.3.10.4. TLE/CAEST Routinely Present

4.5.3.11. **Additional Guidance.**

4.5.3.11.1. Minimize all map detail (roads, buildings, topographical information, etc.) located outside the Declared Site perimeter. Eliminate or minimize any other information, normally included on standard base maps, but not required by this instruction. Sensitive points will not be depicted on the site diagrams. **(T-2)**.

4.5.3.11.2. A date of preparation should be located directly below the scale. **(T-2)**.

4.6. Pre-Inspection Briefing (PIB) Requirements.

4.6.1. **General.** Within onehalf hour after receiving the official site diagram of the Declared Site, the IT shall designate the OOV to be inspected. After designation of the OOV, the chosen unit will present the PIB to the IT. This briefing will last no more than one (1) hour including translation. **(T-0)**.

4.6.1.1. The PIB is normally presented by the Regional TCO and should be clear and concise. The briefer should plan to speak only 15-20 minutes. The briefer should speak

in suitable, non-colloquial phrases without acronyms. If translation is being provided, the briefer should pause at the end of each sentence for translations. The briefer should speak to the inspection team, not the interpreters. (T-2).

4.6.1.2. Wings/Installations will use the standardized PIB template (slides and briefing notes) found on the HQ USAFE-AFAFRICA/A8XA SharePoint site to build a Wing-specific PIB. This will be done by inserting the Wing's background, format, copy of the Official Site Diagram and including equipment and personnel information specific to the Wing. (T-2)

4.6.1.2.1. USAFE Declared Sites will update their PIB with the latest template and current CFE AEI information and submit it to HQ USAFE-AFAFRICA/A8XA for review and approval by 1 February of each year. USAFE Wing/Installations that are not Declared Sites or that are located on HN Declared Sites will not be required to produce PIBs. (T2).

4.6.1.2.2. Once reviewed and approved by HQ USAFE-AFAFRICA/A8XA, the briefing sequence and script will be followed verbatim during CFE inspections and exercises. (T-2).

4.6.2. **PIB Requirements.** The CFE Treaty, Protocol On Inspection, Section VII, paragraphs 10 and 11 specify the PIB requirements. USAFE Declared Sites will produce a PIB that meets the requirements in 4.6.2.1 to 4.6.3.2. Following the prescribed USAFE PIB template will meet these requirements.

4.6.2.1. Safety and administrative procedures at the inspection site. (T-0).

4.6.2.2. Modalities of transportation and communication for inspectors at the inspection site. (T-0).

4.6.2.3. Number and location at the inspection site of all holdings of battle tanks, armored combat vehicles, artillery, combat aircraft, combat helicopters (includes attack and combat support), reclassified combatcapable trainer aircraft, APC LALs, AIFV LALs and AVLBs, including those belonging to separately located subordinate elements belonging to the same OOV to be inspected. (T-0).

4.6.2.4. An explanation of any differences between the numbers of battle tanks, armored combat vehicles, artillery, combat aircraft, combat helicopters (includes attack and combat support helicopters), or armored vehicle launched bridges present at the inspection site and the corresponding numbers provided in the most recent CFE Annual Exchange of Information (AEI) or notification pursuant to the Protocol on Information Exchange. This includes permanent holdings as well as armaments and equipment temporarily present at the inspection site. (T-0).

4.6.2.4.1. If the numbers of above conventional armaments and equipment present at the inspection site are less than the numbers provided in the most recent notification, provide an explanation on the temporary location of the armaments and equipment. If the equipment is deployed to another OOV in theater, include the Declared Site name and OOV# as reported in the most recent AEI data. Any deployments outside the AoA will simply be noted as "outside the AoA." (T-0).

4.6.2.4.2. If the numbers of above conventional armaments and equipment present at the inspection site exceed the numbers provided in the AEI or last notified quantity, provide an explanation, to include specific information on the origin, departure times from origin, time of arrival and projected stay at the inspection site of such additional conventional armaments and equipment. If the equipment is deployed from another OOV in theater, include the Declared Site name and OOV# as reported in the most recent AEI data. Any deployments of TLE/CAEST from outside the AoA to a Declared Site will simply be noted as from a location “outside the AoA.” (T-0).

4.6.2.5. If cargo aircraft are present on the Declared Site and contain TLE/CAEST, and the intent is to allow inspection of the assets on board the aircraft, then the TLE/CAEST will be declared during the briefing, as well as its location on the aircraft. If the intent is to display the TLE/CAEST outside of the aircraft, then the equipment will still be declared and the presence of cargo aircraft containing TLE/CAEST will still be mentioned in the pre-inspection brief. See paragraph number [4.7.3.1.2](#) for In-Transit TLE/CAEST briefing requirements during CFE inspections. (T-2).

4.6.2.6. If applicable, a general mention of the fact that non-land based Naval combat aircraft (F-14, F-18, etc.) are present (no numbers, or additional information will be provided) should be noted during the PIB. These aircraft are not subject to the Treaty and will not be inspected. (T2)

4.6.2.7. If applicable, a general mention of the fact that strategic aircraft (B-2, B-52) are present (no numbers, or additional information will be provided) should be noted during the PIB. These aircraft are not subject to the Treaty and will not be inspected. EXCEPTION: B-1 aircraft are covered under the CFE treaty as combat aircraft. They can be inspected and all the required information will be included in the PIB. (T-2).

4.6.2.8. All aircraft currently on static display will be referred to as “Historical Collections”. As of 19 October 2004, all TLE in the EUCOM AoR that was on static display was recategorized as part of a “historical collection” and removed from the Wing’s TLE inventory. Aircraft which are part of the historical collection will be briefed during the PIB. (T-2).

4.6.3. CFE 1A PIB Briefing Requirements.

4.6.3.1. **Treaty Required Information.** As part of the PIB, the Concluding Act of the Negotiation on Personnel Strength of Conventional Armed Forces in Europe (CFE 1A), requires that personnel information be provided on units, formations, or organizations reported on Charts I and III of the most recent AEI as being located at the inspection site. USAFE units will brief peacetime authorized and currently assigned military strength only. Differences between the personnel numbers reported in the most recent AEI data and the current number of personnel present will be explained. (T-0).

4.6.3.1.1. For reportable US units that have personnel at several locations, the satellite unit’s personnel information will be reported for the site where the headquarters of the unit is located. Reportable personnel located at satellite units will be included in the PIB under “Additional Personnel” (see [paragraph 4.6.3.2](#) below) for inspections occurring where these satellites are located. (T-2).

4.6.3.1.2. During an inspection of Ramstein, the “USAFE” formation will not be reported as a separate unit/formation located on Ramstein. The number of active-duty military personnel serving in the USAFE-AFAFRICA HQ element will be included in the “Additional Personnel” total as explained in 4.6.3.2 below. (T-2).

4.6.3.2. **Additional Personnel.** In addition to the information in the subparagraphs above, USAFE units will brief a grand total of the number of “additional personnel” present at the site that belong to units, formations or organizations that are not reported on the most recent AEI data as being located at the inspection site; e.g., detachments or other tenant units. The intent is to provide a complete picture of the number of active military personnel actually assigned to the site without exceeding the level of detail required by the Treaty. In the briefing notes, units will provide brief, general descriptions of these units (headquarters elements, hospital/clinic, commissary, field training detachment, Defense Logistics Agency detachment, and so forth). Minimize the use of numerical designations. It is not necessary or desirable to list every organization present and no specific breakdown of additional personnel by organization should be provided. (T-2).

4.6.4. **Other information to have on hand.**

4.6.4.1. Wings/Installations will provide an accurate list of all TLE/CAEST permanently-assigned to the inspection site, showing the type of equipment and tail number/serial number for each. This listing will contain all permanently-assigned TLE/CAEST (to include maintenance trainers) as reported in the last CFE AEI. (T-2).

4.6.4.2. Wings/Installations will be prepared to provide copies of all official CFE notifications submitted against that OOV since January of that year that affect the Declared Site. The Regional TCO and/or HQ USAFE-AFAFRICA/A8XA can provide these notifications upon request. (T-2).

4.6.4.3. Wings/Installations will be prepared to provide the DTRA-OSE ET with a sheet of paper showing the roll-up of TLE/CAEST numbers and personnel authorizations for the next two higher echelons (3 AF and USAFE) based upon the most recent AEI. (T-2).

4.7. **Inspection Access and OPSEC.**

4.7.1. **Policy Overview.** The Treaty makes provisions for IT access to facilities and equipment. The IT access provided for in the Treaty is a legal requirement imposed upon the USG. The overarching philosophy of USEUCOM with regard to access is that, as a rule, we will seek to maximize openness while taking those steps necessary to protect the security of sensitive equipment and information. The below policy is applicable to both US Declared Sites and US facilities and equipment on HN Declared Sites. While on a HN Declared Site, the US maintains the rights and responsibility of the inspected State Party for the inspection of its facilities and equipment.

4.7.1.1. Wings/Installations will provide immediate access—USAFE policy is within three minutes after IT’s request for access—to all inspectable facilities, containers and TLE/CAEST. In most cases, OPSEC can be protected through advanced inspection warning, good inspection planning, and use of managed access procedures where appropriate. However, for situations in which these measures are not sufficient and in

which pending inspections may irreparably harm security of particular operations, commanders must notify USAFE as soon as possible. **(T-1).**

4.7.1.2. Wings/Installations will ensure that locksmiths travel with each sub-team (or be available in the immediate area) to ensure immediate access is provided per USAFE guidance. Cut locks should be replaced with a temporary lock, or the owning unit should post a guard until the facility/area can be secured. Destruction of internal locks or other measures that will result in costly repairs is highly discouraged and will only be taken after consultation with the CFE Mission Director, DTRA-OSE ET Chief and command representatives. (NOTE: While the destruction of locks provides immediate access and fulfills Treaty obligations, forced entrance increases the risks of OPSEC disclosures. It is the facility, container and/or area owning commander's responsibility to ensure a representative is present during Treaty inspections to protect against any US OPSEC disclosures.) **(T-2).**

4.7.1.3. Wings/Installations will not require IT, ET, or HN LNO personnel to be listed on an EAL for entry into the base or into any facility/area. DTRA-OSE and local escorts will vouch for IT and HN LNO personnel should they require access to normally restricted areas. The Regional TCO will pre-coordinate access with local Security Forces and ensure procedures are in-place to permit unimpeded access. **(T-2).**

4.7.2. **Managed Access.** The Treaty provides a hierarchy of procedures that can be used to protect OPSEC. It should be stressed, that "managed access" does not apply solely to measures taken to protect or manage access to sensitive points; rather, it is an overarching philosophy that applies to inspector access to all US facilities and equipment, as well as their interaction with site personnel.

4.7.2.1. Wings/Installations will ensure that personnel sanitize work areas, clean or cover desks, and review bulletin boards and any other observable item for sensitive information as defined in the unit's critical information list (CIL). Units may also move sensitive items to areas that are not accessible to the IT. **(T-2).**

4.7.2.2. Wings/Installations will streamline entry control procedures for the IT and DTRA-OSE ET and other inspection support personnel. This includes entry to the site and entry to areas within the site that are inspected by the inspection team. This is conducted to expedite the inspection as well as to ensure the IT is not able to observe normal security measures/procedures. **(T-2).**

4.7.2.3. Wings/Installations will not display Entry Access Badges and will conceal security entry access procedures from the IT and HN LNOs' view. **(T-2).**

4.7.2.4. The Treaty has provisions that allow for further protection of sensitive information, facilities or equipment. Wings/Installations will utilize these provisions in the following order:

4.7.2.4.1. **Two-meter rule.** If an entrance is less than two-meters in width and there is no TLE/CAEST in the facility, then access to sensitive areas can be denied without any further discussion. Wings/Installations will ensure that if the two-meter rule is used, and visual access will compromise OPSEC, that visual access to rooms or facilities through windows is also prevented by drawing curtains/blinds, or taking other measures such as shrouding. In the case of containers that may contain

sensitive items, access can be denied if any of their dimensions (L x W x H) is less than two-meters. (T-2).

4.7.2.4.2. **Shrouding.** Where access to rooms containing sensitive equipment/items is allowed by the Treaty, Wings/Installations will use shrouding as the routine method of denying visual access to sensitive items and information within buildings and structures that are otherwise accessible to inspectors. (T-2).

4.7.2.4.3. Ideally, all shrouding is done prior to the arrival of the inspection team at the facility; however, when continued operation is necessary, delayed access is acceptable in order to shroud necessary items upon the team's arrival at the facility. If shrouding unnecessarily hampers, or impedes the unit's mission, a "Sensitive Point" may be declared in accordance with paragraph number 4.7.2.4.3.4 below.

4.7.2.4.3.1. If a shrouded object is present, the Wings/Installations must inform the DTRA-OSE ET whether or not TLE/CAEST is present and, if so, the TLE/CAEST number, type, model or variant. (T-1).

4.7.2.4.3.2. If TLE/CAEST is declared to be present in the shrouded object/container, the ET must display or declare the TLE/CAEST and take steps to satisfy inspectors that no more than the declared number of TLE/CAEST are present; e.g., demonstrate that dimensions of container would not allow more than declared number of TLE/CAEST.

4.7.2.4.3.3. If no TLE/CAEST is declared to be present, no further steps must be taken to prove the absence of TLE/CAEST.

4.7.2.4.3.4. **Sensitive Points.** Designation of a sensitive point does not automatically dictate total denial of access. Instead, it allows the Wing/Installation and DTRA OSE ET to determine the extent to which inspectors' access will be managed. In accordance with criteria established in this Instruction, Wing/Installation Commanders will identify buildings, premises, equipment or activities (if any) which will require protection under provisions of the sensitive point regime. Explanations of the sensitive points will be provided. (T-2).

4.7.2.4.3.5. A sensitive point should be declared only when the other access limiting procedures described above do not provide sufficient protection. Once a location has been declared as sensitive, Wing personnel will determine the degree of access to be afforded inspectors, including physical distance to be maintained from the premises, whether cameras or other equipment will be permitted near the sensitive point, and other conditions as appropriate. General policy on sensitive points are as follows:

4.7.2.4.3.5.1. Wings/Installations should keep the sensitive point as small as possible (e.g. do not declare an entire building a sensitive point when only one room within the building warrants the declaration). (T-1).

4.7.2.4.3.5.2. Permission to take photographs of sensitive points will be denied.

4.7.2.4.3.5.3. Wing/Installation commander may declare a sensitive point to which all access should be denied. Denial of access to a sensitive point

should be declared only when the other measures to manage access do not provide sufficient OPSEC protection. Wing/Installation Commanders must approve the list of sensitive points to which access will be denied. Initial requests will be developed by facility/security managers, in consultation with the Regional TCO, and submitted for approval in writing through the first O-6 in the chain-of-command of the owning organization. **(T-2)**.

4.7.2.4.3.5.4. All sensitive points to which access will be denied will be identified to the DTRA-OSE advance team upon their arrival at the inspection site for and inspection. The Wing/Installation Commander, Regional TCO and the owning unit, in consultation with DTRA will determine the plan of action for dealing with the sensitive point, should the IT request access during the inspection. **(T-2)**.

4.7.2.4.3.5.5. If no TLE/CAEST is present inside a sensitive point, Wings/Installations will make a statement assuring the inspectors that TLE/CAEST is not present (when access to a sensitive point is denied and no TLE/CAEST is declared to be present, the Treaty requires no further explanation on the part of DTRA-OSE ET). **(T-1)**.

4.7.2.4.3.5.6. If TLE/CAEST is present inside a sensitive point, Wings/Installations must display or declare it. DTRA-OSE ET will take steps to satisfy inspectors that no more than the declared number of TLE/CAEST is present. Under no circumstances will actions be taken that compromise OPSEC in order to satisfy an inspector's request for access. **(T-1)**.

4.7.2.4.3.5.7. If, during the course of an inspection, the Wing/Installation Commander determines that, in order to protect sensitive US interests, access to a sensitive point (that contains TLE/CAEST) must be denied without explanation, he may do so; however, he shall confer with the Regional TCO and DTRA-OSE ET Chief regarding the matter. The Regional TCO will ensure HQ USAFE-AFAFRICA/A8XA is notified as soon as possible. Subsequently, HQ USAFE-AFAFRICA/A8XA will ensure HQ USEUCOM ECJ5-W is notified as soon as possible. HQ USEUCOM will pass the information to JS J5-CACD. **(T-1)**.

4.7.3. Access Guidance. Consistent with the guidelines below, during an inspection of an OOV, or within a Specified Area, all commanders will allow inspectors immediate access and an unobstructed inspection within the entire Specified Area for a Challenge Inspection, or in the case of an OOV, within the entire territory of the Declared Site except to those areas belonging exclusively to another OOV which the IT has not designated for inspection.

4.7.3.1. Access to TLE/CAEST.

4.7.3.1.1. Permanently Assigned TLE/CAEST. Wing/Installation Commanders will allow the IT visual access to all permanently assigned TLE/CAEST sufficient to confirm their number, type, model, or variant, if a variant is specified in the Protocol on Existing Types (POET). **(T-0)**.

4.7.3.1.2. In-transit TLE/CAEST. In-transit TLE/CAEST is subject to inspection if it is present during a CFE inspection. Wing/Installation commanders will ensure that

visual access can be granted to in-transit TLE/CAEST by either having air crews or equipment owners standing-by, or by having them sign a consent form which will permit the IT to view and photograph the equipment in their absence. Information required by the CFE Treaty will be included in the PIB as per the PIB template and guidance issued in this instruction. In Challenge Inspection situations, although there is no requirement for a briefing, the inspectors will be notified of in-transit TLE/CAEST present at the non-Declared Site or facility visited by the inspection team. If such TLE/CAEST is encountered by the inspectors within the Specified Area, an explanation of the status of the equipment will be provided to the inspectors. This will normally be done by the DTRA-OSE escorts regarding US facilities and equipment. **(T-0).**

4.7.3.2. Access to Other Aircraft and Vehicles.

4.7.3.2.1. **Cargo Aircraft.** Cargo aircraft are not inspectable under the CFE Treaty but any TLE/CAEST contained within these aircraft are inspectable. If cargo aircraft containing TLE/CAEST are present at the site, Wing/Installation commanders will direct that the aircraft be opened to display the TLE/CAEST or that the TLE/CAEST be removed from the aircraft for inspection. **(T-0).**

4.7.3.2.2. **Special Operations Aircraft.** AC-130, MC-130, EC-130, HC-130, etc., are not inspectable under the CFE Treaty but any TLE/CAEST contained within these aircraft are inspectable. If these aircraft containing TLE/CAEST are present at the site, Wing/Installation commanders will direct that the TLE/CAEST be removed from the aircraft for inspection. Physical or visual access to the interior of Special Operations aircraft will not be allowed. **(T-0).**

4.7.3.2.3. **Naval Combat Aircraft.** US Navy and Marine Corps combat aircraft are not subject to the provisions of the Treaty because the US does not consider these aircraft to be permanently land-based within the CFE AoA. If any of these aircraft are present during a CFE inspection, Wing/Installation commanders will ensure that the presence of these aircraft is briefed to the inspection team during the PIB; however, DTRA-OSE will stress that they are not subject to the CFE Treaty for the reasons outlined above, they are not counted in the US data, and they will not be inspected. **(T-1).**

4.7.3.2.4. **Strategic Aircraft.** Strategic bombers; e.g., B-2, B-52, are captured by other treaties and are not subject to the CFE Treaty. If any of these aircraft are present during a CFE inspection, Wing/Installation commanders will ensure that the presence of these aircraft is briefed to the inspection team during the PIB; however, DTRA-OSE will stress that they are not subject to the CFE Treaty for the reasons outlined above, they are not counted in the US data, and they will not be inspected. **EXCEPTION:** The B-1B bomber is now reportable under the CFE Treaty and should be included in the PIB as combat aircraft and is inspectable if present on the inspected installation during the inspection. **(T-1).**

4.7.3.2.5. **Foreign Military Sales (FMS) Aircraft.** FMS TLE/CAEST aircraft, with or without US national identification, enroute to or from a non-CFE Treaty participant are not subject to the CFE Treaty. FMS aircraft are not included in US information exchange and no notification is required. If any of these aircraft are

present during a CFE inspection, Wing/Installation commanders will ensure that the presence of these aircraft is briefed to the inspection team during the PIB. Access to FMS aircraft will be sufficient to visually confirm its type as briefed in the PIB. (T-1).

4.7.3.2.6. **Trucks/Trailers.** Truck trailers with an integrated wheel assembly and other permanently attached accessories (e.g. cooling units) are generally considered to be equipment and are not inspectable under CFE. Containers mounted onto flatbed truck trailers (e.g., Sea Land containers) will be treated as containers and are inspectable if they meet the measurement criteria. Wing/Installation commanders will be prepared to provide access to these containers. (T-0).

4.7.3.3. Access to Locations, Structures or Areas.

4.7.3.3.1. Wing/Installation commanders will provide the IT access to any location, structure or area within a structure in which battle tanks, ACVs, artillery (over 100mm), combat helicopters, combat aircraft, reclassified combat-capable trainer aircraft, APC or AIFV LALs and/or AVLBs are permanently or routinely present unless a sensitive point is declared in accordance with [paragraph 4.7.2.4.3.4](#). (T-0).

4.7.3.3.2. Access should be denied to buildings used exclusively by the USG that do not contain the equipment listed above and that are accessible only by personnel doors not exceeding two meters in width.

4.7.3.3.3. Access to buildings accessible by two meter or larger doors should only be allowed up to the point at which personnel doors not exceeding two meters in width are encountered.

4.7.3.3.4. Unless a building is declared a sensitive point the inspectors may walk around the building and look through windows to which they have access.

4.7.3.4. **Access to Containers.** Wing/Installation commanders will provide the IT access to containers where all dimensions are two meters or greater unless declared to be a sensitive point. Commanders will be prepared to open all such containers. With large numbers of containers or in situations where access is a problem (stacks), less disruptive methods can be suggested to the inspectors, such as providing packing lists or offering to open several randomly selected containers. Special container circumstances are explained in [4.7.3.4.1](#) to [4.7.3.4.3](#). (T-0).

4.7.3.4.1. **Containers less than 2M.** Access should be routinely denied to containers having any dimension (height, width, or length) less than two meters (paragraph 28, Section VI, Protocol on Inspection (POI)). If access is denied, escorts must state whether or not TLE/CAEST is present. If TLE/CAEST is present, they must also state the amount, type, model or variant that is present.

4.7.3.4.1.1. If TLE/CAEST is declared to be present, the DTRA-OSE ET must display or declare the TLE/CAEST and take steps to satisfy inspectors that no more than the declared number of TLE/CAEST is present within the container; e.g., demonstrate that dimensions of container would not allow more than the declared number of TLE/CAEST.

4.7.3.4.1.2. If no TLE/CAEST is declared to be present, no further steps must be

taken to prove the absence of TLE/CAEST.

4.7.3.4.2. Customs Sealed Containers. In the case of containers that have been sealed by customs authorities, units should take steps to satisfy inspectors that no TLE/CAEST is present by providing packing lists or other documentation indicating contents. Should inspectors insist on viewing the contents, each site will develop specific procedures based upon host country issues, in making a determination as to whether or not the container(s) will be opened. Every reasonable attempt should be made to satisfy the inspectors. As a last resort, the container(s) may be declared sensitive point(s).

4.7.3.4.3. Modified Containers. Some containers have been modified to serve as equipment (i.e. office space, climate controlled storage). The CFE Treaty contains no provision specifying access to the interior of equipment other than LALs. Therefore, equipment other than LALs is not subject to internal inspection.

4.7.3.4.3.1. The principal factor on deciding whether or not a container is a container or a piece of equipment is its use and function. If a container has been used as the basis for construction of a piece of equipment and is no longer used as a container, it should be considered as equipment. However, for openness and transparency, if the equipment; i.e., modified container, has no easily observable external modifications and is, therefore, indistinguishable externally from other containers, it should be treated as a container during a CFE Treaty inspection.

4.7.3.4.3.2. Conversely, if a piece of equipment has electrical hook-ups, air conditioners, and etc. then it should be treated as a piece of equipment and subject to inspection utilizing managed access guidelines.

4.7.3.4.3.3. The presence of external connections etc., are used to substantiate the declared function. The same guidelines will be applied if containers are utilized as offices/facilities.

4.7.3.5. Munitions Storage Areas (MSAs). MSAs are inherently dangerous areas. While it is fully within the Command's ability to declare them as Sensitive Points, it is the policy of the Command to permit access to the MSAs with the intent of satisfying the IT that TLE/CAEST is not stored within the extensive bunker complex. However, recognizing that MSAs do present safety challenges, the following procedure will be followed:

4.7.3.5.1. Access to the MSA will only be allowed one time during an inspection. The safety concerns associated with the MSAs, as well as USAFE policy to limit access to one time will be briefed during the PIB.

4.7.3.5.2. IT personnel will be briefed on additional safety procedures prior to entry to the MSA, and will adhere to all requirements. Once inside the MSA, access to any facilities containing explosives will be further limited to three personnel, one IT member, the DTRA escort and the local MSA escort. All other personnel will wait outside the bunkers.

4.7.3.6. Hardened Aircraft Shelter (HAS)/Protective Aircraft Shelters (PAS) containing Weapons Storage and Security Systems (WS3). CFE Treaty inspectors are

to be granted access to these HASs/PASs only when the WS3 vault is down and locked. If a HAS/PAS is not in secure status during a CFE Treaty inspection, the entire HAS/PAS will become a sensitive point and access will be denied. In this case, Wing/ Installation commanders will direct personnel to remove any TLE/CAEST from the HAS/PAS for display outside. No photographs of the interior of the shelter will be permitted under these conditions. **(T-1).**

4.7.3.6.1. When access is granted to a secure HAS/PAS, Wing/Installation commanders will ensure that control panels are protected from direct view using shrouding or other materials unless the control panels covers are closed/mounted. DTRA-OSE escorts will ensure that any photographs taken on TLE/CEAST inside the HAS/PAS do not record the location of WS3 vaults and control panels. **(T-1).**

4.7.3.7. **Tents/Temporary Buildings.** Consistent with access guidelines established in this Instruction, access will be allowed to tents and temporary buildings according to the following:

4.7.3.7.1. Tent: All dimensions must measure at least two meters.

4.7.3.7.2. Temporary building: Access door(s) must measure at least two meters in width.

4.7.4. **Photography.** CFE Treaty, POI, Section VI gives inspectors a right to take photographs of TLE/CAEST to record its presence. Inspected state parties have no treaty right to restrict the photography of TLE/CAEST in any way. The DTRA-OSE ET will ensure that all photographs are taken in accordance with treaty provisions.

4.7.4.1. Wing/Installation Commanders are responsible for ensuring that photographs taken in accordance with treaty provisions do not compromise OPSEC. Sensitive items/information on or around the TLE/CAEST should be either removed or covered up during the inspection window. **(T-2).**

4.7.4.2. DTRA-OSE will not be able to restrict the photograph to only small section of the TLE/CAEST (such as the tail of an aircraft). DTRA-OSE escorts will attempt to frame any photographs so that only the TLE/CAEST is photographed and so that the picture does not record any sensitive items/information on the equipment or in the background.

4.7.4.3. US policy places restrictions on certain capabilities often found in modern digital cameras (like wireless transmission). All IT equipment to be used during an inspection will be inspected by DTRA-OSE prior to utilization on US Declared Sites. General policy on photography follows:

4.7.4.4. The Treaty permits photography of the interiors of structures only at Designated Permanent Storage Sites, or other storage sites that contain 50 or more pieces CAEST. DTRA-OSE ET must give the IT permission to take interior photographs of structures with less than 50 pieces of TLE/CAEST present but the decision as whether to allow this rest with the Wing/Installation commander. Wing/Installation Commanders will decide whether to allow photography within the buildings with less than 50 pieces of TLE/CAEST present or to remove TLE/CAEST from the buildings. Commanders will provide this guidance to the DTRA-OSE ET chief in advance of the inspection. **(T-2).**

4.7.4.5. Permission to take photographs of sensitive points will be denied.

4.7.4.6. For guidance on taking photographs of HASs/PASs see [paragraph 4.7.3.6](#).

4.7.4.7. Inspectors may also use cameras to record ambiguities in Treaty interpretation.

4.7.5. CFE 1A Access. During the conduct of declared-site and/or Challenge Inspections, the DTRA-OSE ET will specify, if requested by the inspection team, whether a particular building on the inspection site is a personnel barracks or messing facility.

4.7.6. Inspector Contact/Escort Relationship. While on a US Declared Site and during inspections of US facilities during Challenge Inspections, all members of the US ET will be under the control of the DTRA-OSE ET chief. DTRA-OSE will escort the IT. The IT may organize itself into two or three sub-teams. Each escort sub-team will include DTRA-OSE escorts and translators. They will be assisted by local site escorts from the inspected site. The number of DTRA-OSE personnel will normally not exceed 10. Site personnel will work closely with DTRA-OSE escort personnel to ensure Treaty compliance.

4.7.6.1. The local AFOSI unit will provide local threat assessments and defense security awareness briefings to USAFE inspection sites. The AFOSI will be an integral part of the local inspection site planning staff for ensuring OPSEC during inspections. They will work with the sing SMO and unit OPM to ensure all US personnel are aware of the counterintelligence implications of CFE inspections, the unit Critical Information List (CIL), and will assist units in preparing/training for inspections. The Regional TCO will ensure the local AFOSI agents are knowledgeable of CFE Treaty requirements especially concerning access and photography.

4.7.6.2. Inspectors may pose questions pertinent to the Treaty about the aggregate total of any category of TLE/CAEST at any level above brigade/regiment/wing or equivalent level. As the official representative of the USG, the DTRA-OSE ET Chief will, in consultation with USAFE command representatives and site personnel, answer Treaty-related questions pertinent to the successful execution of the inspection. Therefore, all local site escorts will reply to inspection related questions through the lead DTRA Escort on their sub-team.

4.7.6.3. There are no security objections to friendly discussions with inspectors provided these discussions stay within security limitations. All USAFE members will be familiar with the specific CIL developed for their unit and location. Casual contact between inspectors and local USAFE personnel should be kept to a minimum, with local site escorts designated as points of contact for DTRA-OSE escorts.

4.7.6.4. Any unauthorized requests for defense information must be reported to the servicing AFOSI office as soon as possible.

4.7.6.5. Personnel should not exchange home addresses or enter into any “pen-pal” arrangement with inspectors.

4.7.6.6. Personnel should not give or receive presents or gifts unless part of an official function. Any gifts offered or received will be processed in accordance with AFI 51-901, Gifts from Foreign Governments.

4.7.6.7. Personnel should not discuss any information concerning other US personnel with inspectors.

4.7.6.8. Inspectors have Diplomatic status. They may not be touched (as a matter of applying force or preventing the conduct of their activities) except to ensure their safety, or of having their bags or premises searched without their expressed permission. At the same time, they are expected to conduct themselves in a professional manner, conduct their mission within the prescribed manner and obey all applicable rules and laws. Any actions to the contrary will be immediately reported to the DTRA-OSE ET chief.

Chapter 5

DATA EXCHANGES AND NOTIFICATIONS

5.1. Annual Exchange of Information. The AEI broadly refers to information charts detailing the military command/organizational structure, personnel strength, and equipment holdings that are permanently “assigned” in the Area of Application (AoA). TDY personnel and deployed forces do not count toward assigned personnel strength. All CFE Treaty signatories are required to submit the AEI charts annually on 15 December, valid as of 1 January the following year.

5.1.1. AEI Submission Timeline. In order to meet the CFE submission dates, the following general timelines have been established within the Theater:

5.1.1.1. USAFE must submit its part of the data to USEUCOM by no later than 15 November of each year.

5.1.1.2. Applicable HQ USAFE-AFAFRICA Directorates and Wings must provide their respective AEI inputs to HQ USAFE-AFAFRICA/A8XA by 1 November of each year.

5.1.1.3. HQ USAFE-AFAFRICA/A8XA will also submit a mid-year AEI data update to USEUCOM in June of each year. The mid-year data submission will only include changes to permanently assigned USAFE TLE or organizational structure changes. Input from other USAFE-AFAFRICA Directorates or Wing is not usually required for this.

5.1.2. AEI Guidance.

5.1.2.1. Reportable equipment. In general, numbers, category and types of equipment (TLE/CAEST) permanently assigned to US ground, air, and air defense forces are reportable under the provisions of the CFE Treaty. Specific guidance is below:

5.1.2.1.1. **Permanently assigned TLE/CAEST.** All TLE/CAEST permanently assigned to units in the CFE AoA must be reported in the AEI charts.

5.1.2.1.2. **Transient TLE/CEAST.** Generally transient equipment is not reported in the AEI; however, any transient equipment that happens to be present in the CFE AoA on 1 January of the reporting year will be included in the AEI notifications. TLE/CAEST that transits the AoA during the year, but is not present in the AoA on 1 January of the reporting year is not reported in the AEI. (**NOTE:** Annual notifications may be required depending on how long the equipment remains in theater. See [paragraph 5.2](#) below for specific guidance.)

5.1.2.1.2.1. Chart II of the US AEI will include all US TLE which is expected to be temporarily present on 1 January. A footnote will explain which pieces of TLE by category, type and number are temporarily present.

5.1.2.1.2.2. Chart III will include a footnote explaining that USEUCOM totals include temporarily present TLE/CAEST by category, type, number and location.

5.1.2.1.2.3. Chart V will include the presence of temporarily present TLE/CAEST, if it is on one of the reported Declared Sites/OOVs on 1 January. A footnote will also be included identifying the unit with a line number that contains temporarily present TLE/CAEST by category, type and number.

5.1.2.2. Non-Reportable Equipment.

5.1.2.2.1. **Grandfathered.** TLE/CAEST used for ground instructional purposes, maintenance trainers, or as static displays prior to 19 November 1990, are not limited by or subject to CFE Treaty and are therefore not reportable in the AEI.

5.1.2.2.2. **Strategic Bombers.** In accordance with USG policy, strategic bombers (B-52 and B-2), are not covered by the CFE Treaty and therefore are not reportable in the AEI. The B-1B bomber is reportable under the CFE Treaty.

5.1.2.2.3. **Transport Aircraft.** Transport aircraft (C-17, C-5, C-130, C-40, C-21, etc.) are not covered by the CFE Treaty and therefore are not reportable in the AEI.

5.1.2.2.4. **Naval Aircraft.** In accordance with USG policy, US Navy and USMC combat aircraft are not covered by the CFE Treaty and therefore are not reportable in the AEI.

5.1.2.3. **Organizational Reporting.** As part of the AEI, the US must also report the command organization of its land and air forces located within the CFE AoA. According to Section I of the Protocol on Notification and Exchange of Information (PONEI), States Parties will specify the designation and subordination of units at each level of command down to the wing or equivalent level. Independent units at the next level of command below the wing, subordinate to formations above the wing level (i.e. independent squadrons) will also be reported on the AEI charts. In order to provide further clarity to the Treaty language, the following guidance will apply:

5.1.2.3.1. Clarification of “or equivalent”.

5.1.2.3.1.1. The Presidential Implementation Guidance (PIG) for the CFE Treaty recognizes that “States Parties have historically used different designations for formations and units that have roughly similar size, structure, and function.” USAF units and formations are on the average far larger than counterpart organizations from other States Parties. As such, in keeping within the spirit of the Treaty and the PIG and in order to institute comparable reporting practices, USAFE will define O-6 level commands as an “equivalent” organization as referenced in Section I of the CFE PONEI.

5.1.2.3.1.2. Groups or other similar organizations commanded by an O-6 or higher (i.e. with G-Series orders) that either report to a formation above a Wing located in the CFE AoA or to a Wing or higher located outside the CFE AoA will be reported in the AEI. In accordance with the requirements in CFE 1A Section IV paragraphs B and C, the location and personnel information for these units will also be included in the AEI.

5.1.2.3.2. Reporting of Independent Squadrons. While CFE PONEI Section I requires the reporting of the organizational structure for independent squadrons (squadrons that report above a wing), CFE 1A Section IV paragraphs B and C only requires the reporting of corresponding location and personnel information for units at the wing or equivalent level unless the independent squadrons hold TLE/CAEST and are reported on Chart III (see CFE 1A, Section IV paragraph 1.(H)). Therefore

independent squadrons will be reported on CFE Chart I without location and personnel information unless they hold TLE/CAEST and are reported on Chart III.

5.1.2.4. Personnel Reporting. As with TLE/CAEST, the AEI is generally intended to capture permanently assigned (military) forces in the AoA. For USAFE, the majority of these forces will be assigned USAFE units, but USAFE is responsible for reporting all USAF personnel permanently assigned in theater, with the assistance of HQ USAFE-AFAPRICA/A1 and other MAJCOMs. Reported military personnel numbers will be based on the authorized numbers provided by HQ USAFE-AFAPRICA/A1M and A1R and other MAJCOMs and FOAs. The following will be provided to HQ USAFE-AFAPRICA/A8XA in order to prepare the AEI submission.

5.1.2.4.1. Total number of personnel authorized for USAFE, down to and including all squadron level organizations and all detached elements to include location and affiliation.

5.1.2.4.2. Total number of authorized personnel from other Headquarters US Air Force (HQ USAF), MAJCOMs, FOAs, and direct reporting units DRUs in EUCOM's AoR.

5.1.2.4.3. Total number of reserve personnel on active duty for 90 or more days in the EUCOM theater during the calendar year.

5.1.2.4.4. Normally, USEUCOM accounts for all AF personnel assigned to HQ USEUCOM, sub-unified commands and NATO authorizations. HQ USAFE-AFAPRICA/A8XA will coordinate with USEUCOM to ensure that double counting does not occur.

5.1.3. AEI Responsibilities.

5.1.3.1. HQ USAFE-AFAPRICA/A1 when tasked (but NLT 1 November of each year) will provide required active duty personnel data as specified in [5.1.2.4.1](#) and [5.1.2.4.2](#) as well as the reserve personnel data as specified in [5.1.2.4.3](#). This data should be valid as of 1 January the following year and will provide the basis for determining personnel increases of 500 at the wing/air regiment level.

5.1.3.2. HQ USAFE-AFAPRICA/A8XA will gather the required information and submit via ACES to HQ USEUCOM. Temporarily present USAF TLE/CAEST, primarily ACC assets, will be tracked throughout the year to meet CFE Treaty reporting requirements. A representative will attend the AEI data review conference hosted by HQ USEUCOM ECJ5-W to assist with the completion of the Line-by-Line AEI Change Report and the final preparation of the data submission to Joint Staff.

5.1.3.3. Wing/Installation commanders, assisted by the servicing Regional TCO, will verify assigned equipment holdings and personnel numbers by 1 November of each year. At that time, commanders will also project any permanent changes to assigned equipment holdings that are to take place before end of the calendar year as well as any temporary equipment that will be present on 1 January of the following year. Commanders will track the status and provide regular updates for assigned equipment holdings to HQ USAFE-AFAPRICA/A8XA until the final AEI data submittal deadline of 15 December of each year. (T-1).

5.1.3.4. On the first work day after 1 January, Wing/Installation commanders, assisted by the servicing Regional TCO, will report the locations of all permanently assigned TLE/CAEST by tail number and provide information on any additional in-transit or deployed TLE/CAEST on station to HQ USAFE-AFAFRICA/A8XA. HQ USAFE-AFAFRICA/A8XA will use this information as the basis for submitting any corrections. **(T-1).**

5.2. Annual Notifications. Concurrent with the AEI submission, the CFE Treaty requires signatory countries to issue specific notification formats detailing aggregate changes or activities that have occurred during the preceding calendar year. Information for these notifications is tracked throughout the year by HQ USAFE-AFAFRICA/A8XA (with assistance from other HQ USAFE-AFAFRICA staff offices, FAMs and Wing organizations). HQ USAFE-AFAFRICA/A8XA will process these notifications within ACES and the submission timeline will be the same as for the AEI (see **paragraph** number **5.1.1** above).

5.2.1. Annual Notification Formats. The main annual formats that affect USAFE are listed below:

5.2.1.1. **Format 19 (F19).** The F19 reports information on the location of Declared Sites from which all TLE has been removed. This information will be reported for a period of three years following closure and withdrawal of all TLE.

5.2.1.2. **Format 22 (F22).** The F22 reports TLE that entered into service with US Forces in the AoA during the previous 12 months.

5.2.1.3. **Format 23 (F23).** The F23 reports TLE that was removed from service with US Forces in the AoA during the previous 12 months. Physical destruction below reduction levels will also be reported on the F23.

5.2.1.4. **Format 24 (F24).** The F24 reports the aggregate information on TLE that has entered the AoA within the last 12 months and remained within the AoA for more than seven days and whether any of this TLE was organized in a formation or unit located in the AoA.

5.2.1.4.1. Remarks will note whether TLE affected the AEI, because it was either previously reported as permanently assigned or was temporarily present in the AoA or is present on 1 January.

5.2.1.4.2. New permanently assigned TLE that affects the AEI will also be noted.

5.2.1.4.3. F24 remarks may include TLE that corresponds to a previous year's annual notification format. For example, the F24 remarks will include permanently assigned TLE that was reported on the prior F25 (see **5.2.1.5** for F25 requirements) because it returned to the AoA in the previous 12 months.

5.2.1.5. **Format 25 (F25).** The F25 reports aggregate information on TLE that has been removed from, and remained outside of the AoA within the last 12 months and the last reported location within the AoA of that equipment.

5.2.1.5.1. Remarks will note whether TLE affected the AEI.

5.2.1.5.2. Remarks will note by category and type the numbers of TLE still held by formations in the AoA, TLE that was temporarily present in the AoA, and TLE permanently transferred outside the AoA during the previous 12 months.

5.2.1.5.3. The F25 will include the last reported location of TLE. If the TLE was never formally reported at a unit or location in the AoA it will not have a last reported location. "Not Applicable" will be entered on the notification and a remark will be added to the affect the TLE does not have a last reported location.

5.2.1.5.4. F25 remarks may include TLE that corresponds to a previous year's annual notification format. For example, F25 remarks will identify temporarily present TLE that was reported on the prior F24 that then left the AoA in the previous 12 months.

5.3. Periodic Notifications. The CFE Treaty requires signatory countries to issue periodic notification formats detailing changes to organization structure, equipment and personnel that occur throughout the calendar year. HQ USAFE-AFAFRICA/A8XA (with assistance from other USAFE offices and Wing organizations) will monitor key force structure areas and generate the notifications as required. HQ USAFE-AFAFRICA/A8XA will process these notifications within ACES according to the required notification processing timelines established by USEUCOM/ECJ5-W

5.3.1. Periodic Notification Formats. The main periodic formats that affect USAFE are listed below:

5.3.1.1. Format 20 (F20). The F20 reports changes to any unit reported in the last AEI.

5.3.1.1.1. This includes organizations down to the wing/air regiment or equivalent level; and independent units at the next level of command below the wing/air regiment level directly subordinated to formations above the wing/air regiment level.

5.3.1.1.2. The reportable changes include name changes, re-subordination, activations, in-activations and location changes (to include geographic coordinates) and any other information for that unit listed in CFE Chart I. This notification must be issued by the US Department of States NLT 42 days prior to the effective date of the change. In order to meet the Treaty requirement, the following timelines shall be adhered to (see also AFI 16-601).

5.3.1.1.2.1. Not later than 90 days prior to the desired effective date of the change action, the initiating MAJCOM, FOA, DRU, etc. (hereafter referred to as "the initiating organization") will contact HQ USAFE-AFAFRICA/A1, and HQ USAFE-AFAFRICA/A8XA to notify them of the desired change.

5.3.1.1.2.2. Not later than 70 days prior to the desired effective date HQ USAFE-AFAFRICA/A8XA will draft the treaty notification and submit it to USEUCOM for coordination. HQ USAFE-AFAFRICA/A8XA will notify the initiating organization as soon as the treaty notification has been submitted for coordination.

5.3.1.1.3. Immediately (but not later than five days) following the release of the official treaty notification by the Department of State, HQ USAFE-AFAFRICA/A8XA will notify the initiating organization of the treaty notification release date and confirm or change the proposed effective date for the change action.

The effective date for the change action cannot occur until at least 42 days after the Department of State has released the treaty notification.

5.3.1.2. **Format 21 (F21).** The F21 reports a permanent increase or decrease of 10% or more to the TLE assigned to a reportable unit (Wing) by category (i.e. combat aircraft), not by type (i.e. F-15 or F-16). For purposes of computing 10 percent TLE changes, calculations will not be rounded. For example, 9.95 percent will not be rounded off to 10 percent. HQ USAFE-AFAFRICA/A8XA is required to submit the draft F21 notification to USEUCOM not later than 60 days prior to the effective date of the change. The primary source for tracking changes in assigned TLE will be the assigned Regional TCO. The TCO must coordinate with HQ USAFE-AFAFRICA/A8XA Staff as early as possible before the effective date of the change to ensure that the treaty timelines are met.

5.3.1.3. **Format 39 (F39).** The F39 reports permanent increases in assigned personnel strength that exceed 500 at the Wing level. HQ USAFE-AFAFRICA/A8XA must submit the draft F39 to USEUCOM not later than 60 days prior to the effective date of the change. Any USAFE, or other USAF organization with oversight/control of personnel changes must coordinate with HQ USAFE-AFAFRICA/A8XA NLT 90 days before the effective date of the change to ensure that the treaty timelines are met.

5.4. Arms Control Enterprise System (ACES). ACES is the required system for managing all AEI and notification data. ACES is a secure, on-line system, accessible by all USAFE and Wing organizations that are required input and track treaty information. HQ USAFE-AFAFRICA/A8XA has administrative control and approval authority over data and notifications submitted by other ACES users within the Command. Regional TCOs have access to ACES and will provide all ACES required entries on behalf of effected Wing/Installation commanders.

Chapter 6

EQUIPMENT TRACKING, SUPPORT AND DISPOSAL

6.1. Equipment Tracking. Accurate and timely aircraft tracking is vital to treaty compliance and to protecting our aircraft during CFE inspections. Aircraft tracking is also critical to an accurate Annual Exchange of Information (AEI). Responsibilities for aircraft tracking depend on where the aircraft are permanently assigned. HQ USAFE-AFAFRICA/A8XA is responsible for tracking all aircraft assigned outside the EUCOM AOR and Regional TCOs are responsible for tracking all unit-assigned aircraft. In order to meet these responsibilities, responsible personnel will:

6.1.1. Enter aircraft transactions into the ACES no later than five working days before the first movement date using the following standard nomenclature: LLYYDDD-#, where LL is the two letter location designator (i.e. A8, AV, LN, SP), YY is the last two digits of the calendar year, DDD is the Julian date and # is a sequence number for that day's transactions (e.g. 1, 2, 3, etc.). If the individual is notified of the aircraft movement within five working days of the first movement, he/she shall make every effort to immediately enter the transaction into ACES.

6.1.2. Update ACES within three working days of notification of any movement changes.

6.1.3. Update completed aircraft movements, including the aircraft tail numbers, within three duty days after the movement has occurred.

6.1.4. Monitor ACES for any overdue movements and correct immediately upon discovering.

6.1.5. Notify the HQ USAFE-AFAFRICA/A8XA org box whenever an addition or modification to ACES is made with the relevant transaction numbers.

6.2. Support to Deploying Units. Arms control support to units that deploy into or move within the areas affected by CFE is critical to protecting OPSEC and national security information. This support will consist of providing initial information before deployment and providing direct assistance in the event of an actual treaty event at their deployed location.

6.2.1. The initial information will consist of potential arms control impacts at their deployed location and contact information for the personnel who will support them while deployed (see [paragraph 6.2.2](#)). The responsibility for providing this information is handled by either the HQ USAFE-AFAFRICA/A8XA staff or Regional TCOs depending on the circumstances.

6.2.1.1. HQ USAFE-AFAFRICA/A8XA is responsible for providing any required treaty pre-deployment information units that deploy from outside the EUCOM AOR. HQ USAFE-AFAFRICA/A8XA will provide a courtesy copy of the notification message to the Regional TCO responsible for the deployed country.

6.2.1.2. Regional TCOs are responsible for providing any required pre-deployment information to all home-station units. When these units deploy to another Regional TCO's region or MOB, the owning Regional TCO will provide details about the planned deployment to the the receiving Regional TCO as early as possible. A copy of this notification will be provided to the HQ USAFE-AFAFRICA/A8XA org box.

6.2.2. Consistent with the regional concept, Regional TCOs will be responsible for providing direct support to all units permanently assigned and temporarily located within their assigned region in the event of an actual arms control treaty event. This includes providing support to units that are permanently assigned to another Regional TCO. In the event of a actual arms control treaty event, the owning Regional TCO will provide the initial awareness notification to their deployed forces and provide contact the details for the receiving Regional TCO, who will be providing the direct support during the event. Close coordination between the two affected TCOs will be required in order to ensure that the deployed unit and their Chain-of-Command at home station receive the required support. The affected TCO's will also provide a courtesy copy of all correspondence to the HQ USAFE-AFAFRICA/A8XA org box for situational awareness.

6.3. Equipment Disposal General. The USG no longer has a reduction liability. However, the USG may choose to further reduce its TLE holdings within the AoA through physical destruction or modification for other use of TLE, or TLE may be reduced due to an accident. So as not to confuse Treaty terms, the process involving planned physical destruction, modification for other use, or destruction as the result of an accident of TLE when there is no reduction liability is referred to as disposal. This chapter provides written guidance on and assigns responsibilities for accomplishing these disposals and making the proper notifications IAW the CFE Treaty.

6.3.1. **Disposal Guidance.** Disposal of TLE can be accomplished by a number of methods in accordance with the CFE Treaty, Protocol on Reduction, sections VI through XII. Commanders will ensure that all assigned TLE disposals meet or exceed the established treaty requirements for destruction or modification. **(T-0).**

6.3.2. **Disposal Responsibilities.**

6.3.2.1. Commanders will notify HQ USAFE-AFAFRICA/A4M and HQ USAFE-AFAFRICA/ A8X of all planned disposal events and specific procedures that they plan to undertake in order to dispose of assigned TLE. Not later than 14 days prior to the planned disposal action, the owning Wing Commander or Vice Commander (or equivalent for other than Wing organizations) will submit a disposal plan to HQ USAFE/AFAFRICA/A8X. This plan will include the following information **(T-1)**:

6.3.2.1.1. Equipment Type(s)

6.3.2.1.2. Serial Number(s)

6.3.2.1.3. Projected Date (Day/Month/Year)

6.3.2.1.4. Location

6.3.2.1.5. Procedure for destruction (one of the following):

6.3.2.1.5.1. Severing: The fuselage will be divided into three parts not on assemble joints by severing its nose immediately forward of the cockpit and its tail in the central wing section area so that assembly joints, if there are any in the areas to be severed, shall be contained in the severed portions.

6.3.2.1.5.2. Deformation: The fuselage shall be deformed throughout by compression, so that its height, width or length is reduced by at least 30%

6.3.2.2. To ensure that the USG meets all requirements of the Treaty, no disposal actions will be taken by the unit until approval is received from HQ USAFE-AFAFRICA/A4M and HQ USAFE-AFAFRICA/A8X. **(T-1)**.

6.3.2.3. HQ USAFE-AFAFRICA/A8X will provide the requesting organization with written concurrence/non-concurrence on the disposal plan within five duty days of submission. Once final approval is received, the requesting organization may proceed with the disposal.

6.3.2.4. The Wing Commander or Vice Commander will provide written verification that the TLE has been disposed of IAW approved Treaty procedures and executed to the designated standard. Verification will be provided to HQ USAFE-AFAFRICA/A8X within 24 hours of completion of the disposal action. **(T-1)**.

6.3.2.5. Disposals will be notified on the annual Notification Format F23 (see [paragraph number 5.2.1.3](#) in the previous Chapter).

6.3.2.6. Disposals not covered in [paragraph 6.2.1](#) above will be handled on a case-by-case basis with coordination by the Wing Commander or Vice Commander, the Regional TCO and HQ USAFE-AFAFRICA/A8XA.

6.3.2.7. In addition to any other notifications, a Notification Format F21 will be issued announcing 10 percent reduction in holdings for particular unit(s), if appropriate.

Chapter 7

TRAINING, PREPAREDNESS AND ORGANIZATION

7.1. General. This Chapter summarizes the key training and preparedness guidance and support Wing organizational structure, as they relate specifically to CFE Treaty inspection and compliance requirements. General training requirements for arms control treaty compliance are contained in AFI 16-603 on Arms Control Education and Training.

7.1.1. Annual Readiness Inspection Exercise. Commanders will ensure that each USAFE MOB that is a CFE Declared Site conducts a full-scale readiness inspection exercise at least once every calendar year. A base may be relieved from conducting a CFE inspection exercise if it successfully executes an actual CFE inspection earlier in the same calendar. Annual inspection exercises compensate for the high turnover of personnel and they are used to test the Wing's readiness to host an actual short-notice CFE inspection. The participation of DTRA and other national treaty verification agency personnel is highly encouraged. Any participation by non-U.S. agency personnel will be closely coordinated with and approved by the Wing/ Installation leadership. **(T-1).**

7.1.1.1. General rules. With few exceptions, inspection exercises will test all aspects of an actual inspection, as it would affect the USAFE installation. Unless specifically exempted, all units within the base (to include all tenant organizations) will participate in the exercise. **(T-2).**

7.1.1.2. Scheduling. In order to secure open space on the Wing calendar and ensure maximum participation by DTRA-OSE, the HN Treaty Verification Agency and possibly other nations, the CFE inspection exercises will be scheduled well in advance. USAFE Wings are encouraged to schedule their exercises to occur within the first half of the calendar year in order to synchronize as closely as possible with the beginning of the CFE Treaty year on 16 March of each year.

7.1.1.2.1. All affected Regional TCOs will work with the Wing Gatekeeper to identify possible dates (at least one primary and one alternate) for the CFE exercise. Once the dates have been identified and approved by the Wing leadership, the Wing Gatekeeper will submit the proposed exercise dates to the USAFE Gatekeeper (courtesy copy to HQ USAFE-AFAFRICA/A8XA) not later than 1 November of each year (for inspection exercises in the following year). In their submission, USAFE Wings will specify whether they desire to have participation from HN and other foreign verification agency personnel (see [paragraph 7.1.1.3.3.1](#)). **(T-2)**

7.1.1.2.2. HQ USAFE-AFAFRICA/A8XA will coordinate the proposed dates with the USAFE Gatekeeper for potential conflicts. HQ USAFE-AFAFRICA/A8XA will then consolidate all proposed exercise dates and submit them to DTRA-OSE for consideration and possible participation. This should be accomplished not later than 15 December of each year (for exercises in the following year). HQ USAFE-AFAFRICA/A8XA will aim to publish a final approved CFE exercise schedule by 1 February of each year.

7.1.1.3. Exercise Execution.

7.1.1.3.1. **Objectives.** In addition to testing the general readiness to execute all components of a CFE inspection, Wings are encouraged to consider specific targeted areas on which to focus extra attention. These areas will be communicated to HQ USAFE-AFAFRICA/A8XA and DTRA-OSE so that maximum value is achieved during the event.

7.1.1.3.2. **Planning.** In general, exercise planning should begin at least 60 days before the exercise date. The CFE exercise planning effort should be closely integrated with the rest of the Wing exercise planning effort.

7.1.1.3.3. **Execution.** In general, CFE exercises will take place over two days, with the major activity occurring on the second day. The timeline will follow that of an actual CFE Treaty inspection.

7.1.1.3.3.1. **Exercise Preparations.** These inspection exercises will be accomplished per AFI 90-201, USAFE Supplement to AFI 90-201, local procedures and in concert with the Regional TCO and HQ USAFE-AFAFRICA/A8XA providing the Treaty subject matter expertise. CFE exercises will also require the participation of DTRA-OSE, acting in their normal roles as National Escorts and CFE Treaty Inspectors. In addition, the participation of personnel from HN and other Treaty verification agency personnel is highly encouraged. Their participation adds to the realism of the exercise and can provide a more accurate test of the Wing's readiness. Any participation by non-U.S. agency personnel will be closely coordinated with and approved by the Wing/Installation leadership. (T-2).

7.1.1.3.3.2. **Notifications.** The Regional TCO will coordinate with DTRA-OSE ET chief on the specific timing for the release of the CFE treaty inspection exercise notification to the Wing Command Post. The exercise initial treaty notification will normally be issued 2-3 duty days prior to the main exercise day and upon its receipt Wing organizations will be directed to run their checklists to prepare for the arrival of the IT at the HN's POE. The exercise site designation notification will normally be issued in the morning of the day prior to the main exercise day and Wing organizations will complete unit preparations for the arrival of the IT at the installation.

7.1.1.3.3.3. **Advance Team Activities.** Normally, the day prior to the main exercise (following the site designation notification), the Wing will exercise the advance team activities. The DTRA-OSE ET Deputy and a HQ USAFE-AFAFRICA/A8XA representative will meet with the Regional TCO and local site escorts for training, base orientation, and review of the designated sensitive points. The Regional TCO will provide a copy of the HQ USAFE-AFAFRICA/A8XA approved official site diagram and pre-inspection briefing (including one set with notes pages for the interpreter) and a list of local site escorts. The Regional TCO will also discuss MSA procedures, PIB contents and in-brief procedures, customs sealed containers, and the presence of additional TLE/CAEST. Normally DTRA-OSE is also provided with a windshield tour of the installation in order become familiar with the installations and the location of the assigned TLE/CAEST. Finally, DTRA-OSE/HQ USAFE-

AFAFRICA/A8XA representatives will also meet with the Wing Commander, vice Wing Commander, or designated representative, who must be an O-6 officer or equivalent, to discuss specific safety, security, photo/video and OPSEC policy and procedures.

7.1.1.3.3.4. **Main Exercise.** The main exercise day will normally start in the morning and will extend for the better part of the duty day. With few exceptions, all aspects of an actual inspection will be exercised. This will include, but is not limited to: expedited base entry, administrative facility set-up/use, official site diagram exchange to the IT, pre-inspection briefing delivery, local site escort participation, logistical support (transportation, security, communications, etc.) inspectable facility/container access, and command and control. If exceptions and or simulations are to be included in an exercise, then the Wing must build in measures that demonstrate the capability to fulfill all obligations of an actual CFE inspection.

7.1.1.4. **Exercise Evaluation.** The evaluation of the CFE inspection readiness exercise will follow the standard form for other Wing exercises but the process will include input and assistance from HQ USAFE-AFAFRICA/A8XA personnel. The Wing will provide Wing Inspection Team (WIT) personnel to evaluate components of the exercise based on the exercise evaluation checklist. HQ USAFE-AFAFRICA/A8XA personnel will be WIT trained and will be available to augment the local WIT to evaluate the exercise. HQ USAFE-AFAFRICA/A8XA personnel will also provide inputs to the Wing IG for inclusion in the After Action Report (AAR) to be submitted to the Wing leadership.

7.1.2. **Recurring Training and supporting Wing Organization.** Recurring training is critical to ensuring proper preparedness of leadership, personnel supporting the inspection, as well as the general base population to sustain a constant state of readiness to respond to real-world inspections with as little as 36 hours advance notification.

7.1.2.1. **Regional TCO Training.** USAFE Regional TCOs are required to take a selection of USAF, DTRA and NATO arms control courses to train them on the major treaties affecting USAF assets in Europe. Regional TCO training is managed by HQ USAFE-AFAFRICA/A8XA.

7.1.2.2. **HQ USAFE-AFAFRICA/A8XA Staff.** Members of the HQ USAFE-AFAFRICA/A8XA staff will attend the same courses as the Regional TCOs.

7.1.2.3. **Wing Leadership and Supporting Personnel.**

7.1.2.3.1. **Wing Leadership (Commanders, Wing Staff Directors).** The Regional TCO will provide a general overview of the primary arms control treaties and politically-binding agreements that will affect their organizations, the impacts and obligations these treaties have on their unit, and the general tasks the commanders and personnel within each organization will be expected to execute.

7.1.2.3.2. **Alternate Installation TCO.** This individual shall be trained to assist the Regional TCO on a reoccurring basis and to execute required CFE Treaty duties when the Regional TCO is not available. This training is the responsibility of HQ USAFE-AFAFRICA/A8XA and the servicing Regional TCO.

7.1.2.3.3. **Arms Control Points-of-Contact (POCs).** These individuals will be trained to assist the servicing Regional TCO in carrying out CFE Treaty duties. This training is the responsibility of HQ USAFE-AFAPRICA/A8XA and the servicing Regional TCO.

7.1.2.3.4. **CFE Mission Director.** Wing/Installation Commanders at U.S. CFE Declared Sites will appoint a CFE Mission Director in writing from within the Wing/Installation organization. **(T-2)** Wing/Installation Commanders at HN CFE Declared Sites with USAF equities will appoint a CFE Mission Director in writing from within the Wing/Installation organization. **(T-3)** The Mission Director will oversee the CFE Control Center's C2 operations and will have the authority to act on the Wing Commander's behalf in executing treaty compliance operations during an inspection. Mission Director training is the responsibility of the servicing Regional TCO.

7.1.2.3.5. **Group CFE POCs**

7.1.2.3.5.1. Wing/Installation Group Commanders at U.S. CFE Declared Sites will appoint CFE Group POCs (one primary and one alternate) in writing from within the Group organization. **(T2)** Wing/Installation Group Commanders at HN CFE Declared Sites with USAF equities will appoint CFE Group POCs (one primary and one alternate) in writing from within the Group organization. **(T-3)** These individuals shall be trained on their specific responsibilities during program maintenance and on the appropriate checklists (if available) in the event of an inspection. Group POCs should be trained in inspection protocol and on specific responsibilities for serving in the CFE Control Center to provide C2 of the CFE Inspection sub-teams and to coordinate immediate TLE/CAEST, facility and container access with their CFE Squadron POCs.

7.1.2.3.5.2. Group POC training will normally be provided by the servicing Regional TCO.

7.1.2.3.5.3. They shall have a good understanding of inspection activities and facility preparation in order to provide training to their CFE Squadron POCs and facility managers.

7.1.2.3.6. **Squadron/Unit POCs.** Wing/Installation Squadron Commanders at U.S. CFE Declared Sites will appoint CFE Squadron POCs (one primary and one alternate) in writing from within the Squadron organization. **(T-2)** Wing/Installation Squadron Commanders at HN CFE Declared Sites with USAF equities will appoint CFE Squadron POCs (one primary and one alternate) in writing from within the Squadron organization. **(T-3)** CFE Squadron POCs should receive training on specific responsibilities with regard to the preparedness of facilities and conduct of their unit's mission during an inspection to prevent potential OPSEC violations. The responsibility for training Squadron POCs rests with the Group POCs but can also be done by the servicing Regional TCO if requested.

7.1.2.3.7. **Local Site Escorts.** Wing/Installation Group Commanders at U.S. CFE Declared Sites will appoint CFE local Site Escorts in writing from within the Group organization. **(T2)** Wing/Installation Group Commanders at HN CFE Declared Sites

with USAF equities will appoint CFE local Site Escorts in writing from within the Group organization. **(T-3)** The conduct of CFE inspections requires a minimum of 9 local Site Escorts. In order to ensure a sufficient pool, it is recommended that Wings/Installations maintain a list of at least 27 trained personnel. At the combat air bases, past experience has shown that local site escorts comprised of security forces and aircraft maintenance personnel is a good mix. The security forces personnel are familiar with restricted areas access procedures, as well as other security personnel activities. The maintenance personnel are very familiar with the TLE/CAEST, and the majority of the flight line.

7.1.2.3.7.1. Wing/Installation Group Commanders will ensure that local Site Escorts have at least one year of retainability at the time of appointment. In addition, appointed local Site Escorts will not be scheduled for extended TDY's or deployment during the 12 months following their appointment. Group Commanders must appoint any replacement local Site Escort at least 30 days before a current appointee is scheduled to PCS or depart the program. **(T-3)**.

7.1.2.3.7.2. All local Site Escorts training will normally be provided by the servicing Regional TCO.

7.1.2.3.7.3. As a minimum, full Site Escort training should be conducted initially upon their appointment. This should be in-person training and should focus on all the elements described in [paragraph 7.1.2.3.7.4](#). Refresher training should also be conducted every six months from the date of last training. This refresher training need not be conducted in person and may involve simply reviewing training slides/material and reporting competition back to the Regional TCO.

7.1.2.3.7.4. Local Site Escort training should comprise both classroom training on the Treaty, escort relationship and duties, as well as a "hands on" scenario walk through on the flight line. Site Escorts should be familiar with the site and all the equipment in their issued inspection kits, as well as how to operate LMRs. Site Escorts will also be familiar with the "first in last out" concept, controlled/restricted access procedures, sensitive points and how to practice good OPSEC. In addition, Site Escorts will be trained to report current and future positions to the control center. Finally, they will be trained to note changes as relayed by the control center (including CAEST arrivals and locations) and ensure the DTRA ET is advised.

7.1.2.3.8. **Facility Managers.** Group/Squadron CFE POCs are responsible for training their Facility Managers on facility preparation as well as providing information on their specific responsibilities during the course of an inspection. Facility personnel are responsible for briefing safety items and ensuring good OPSEC during and inspection. Facility Manager should also be familiar with their expedited controlled/restricted access procedures for the IT. It is not necessary to provide in-person training to all facility managers. Training material can be sent to them electronically for their individual review. Examples of training material can be found on the HQ USAFE-AFAFRICA/A8XA SharePoint site. For facilities that will require managed access during an inspection, in-person training and visits to the

facility by the servicing Regional TCO and Group/Squadron POCs is advisable to ensure that a viable managed access plan is in-place to meet all treaty obligations.

7.1.2.3.9. **General Population.** As part of the newcomers brief, an arms control brief can be provided to ensure a general awareness among the base population. If this is not possible, the Wing/Installation commander can use news articles and other mass communication means (e.g. Command Post mass notification systems) to raise awareness about CFE Treaty inspection requirements. This is particularly helpful in the lead-up to a base-wide inspection or exercise.

MARK D. CAMERER, Brigadier General, USAF
Director of Plans, Programs and Analyses

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Treaty on Conventional Armed Forces in Europe, 19 November 1990

Department of Defense (DoD) Directive (DoDD) 2060.1, *Implementation of, and Compliance with Arms Control Agreements*, 24 November 2003

Air Force Policy Directive (AFPD) 16-6, *Arms Control Agreements*, 20 March 2012

Air Force Instruction (AFI) 16-601, *Implementation of, and Compliance with, International Arms Control and Nonproliferation Agreements*, 15 November 2011

USAFE Supplement to AFI 16-601, 6 December 2011

AFI 16-603, *Education and Training Requirements for Implementation of and Compliance with Arms Control Treaties*, 9 Jun 11

European Command (EUCOM) Instruction (ECI) 2301.01 *Implementation of the Treaty on Conventional Forces in Europe*, 1 June 2008

AFI 90-210, *The Air Force Inspection System*, 2 August 2013

USAFE Supplement to AFI 90-201, 7 January 2014

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACES—Arms Control Enterprise System

ACV—Armored Combat Vehicle

AEI—Annual Exchange of Information

AIFV—Armored Infantry Fighting Vehicle

AoA—Area of Application (of the CFE Treaty) (See paragraph 1(A), Article II, CFE Treaty for complete definition)

APC—Armored Personnel Carrier

ATTU—Atlantic to the Urals

CACD—Conventional Arms Control Division (Joint Staff J5)

CAEST—Conventional Armaments and Equipment Subject to the Treaty.

CCT—Wing Treaty Compliance Office

CFE—Conventional Armed Forces in Europe (Treaty)

CFE 1A—Concluding Act of the Negotiation on Personnel Strength of Conventional Armed Forces in Europe (also known as the CFE 1A Concluding Act)

CIL—Critical Information Listing

COMMARFOREUR—Commander, US Marine Forces, Europe

CDRUSEUCOM—Commander, US European Command

COMNAVEUR—Commander, US Naval Forces Europe

COMUSAFE—Commander, US Air Forces in Europe

CP—Command Post

DoD—Department of Defense

DoS—Department of State

DTRA-OSE—Defense Threat Reduction Agency On-Site Europe

ECJ5—USEUCOM Plans and Policy Directorate

ECJA—USEUCOM Office of the Judge Advocate

ET—Escort Team (DTRA-OSE)

ETA—Estimated Time of Arrival

FOA—Field Operating Agency

FMS—Foreign Military Sales

GSU—Geographically Separated Unit

HAS—Hardened Aircraft Shelter

HCA—Host Country Agreement

HN—Host Nation

IAW—In accordance with

ISSA—Interservice Support Agreement

IT—CFE Inspection Team

JCG—Joint Consultative Group

JS—Joint Staff

JTF—Joint Task Force

LAL—Look-Alike

LBNA—Land-based Naval Aircraft

LMR—Land Mobile Radio

LNO—Liaison Officer

MAJCOM—Major Command

MARFOREUR—US Marine Corps Forces, Europe

MOA—Memorandum of Agreement

MOB—Main Operating Base

MOC—Maintenance Operations Center

MOU—Memorandum of Understanding

MRE—Meals, Ready to Eat

MTF—Military Treatment Facility

MWR—Morale, Welfare, and Recreation

NATO—North Atlantic Treaty Organization

OOV—Object of Verification

OPR—Office of Primary Responsibility

OPSEC—Operational Security

ORF—Organizational Representation Funds

OSCE—Organization for Security and Cooperation in Europe

NAF—Numbered Air Force

PAS—Protective Aircraft Shelter

POE—Point of Entry/Exit (for Inspection Teams)

POET—Protocol on Existing Types

POI—Protocol on Inspections

POL—Petroleum, Oils, Lubricants

POM—Program Objective Memorandum

PONEI—Protocol on Notification and Exchange of Information

PX/BX—Post Exchange/Base Exchange

SCIF—Sensitive Compartmented Information Facility

SIGINT—Signals Intelligence

START—Strategic Arms Reduction Treaty

TCO—Treaty Compliance Officer

TOC—Tactical Operations Center

TLE—Treaty Limited Equipment (conventional armaments and equipment limited by the Treaty are battle tanks, armored combat vehicles, artillery, combat aircraft and attack helicopters subject to numerical limitations)

USAFE-AFAFRICA—US Air Forces in Europe - Air Forces Africa

USEUCOM—US European Command

USG—US Government

USNAVEUR—US Naval Forces, Europe

Terms

Terms—All relevant Treaty terms are defined in the CFE Treaty, Article II and Section I of Protocol on Inspections (POI). They will not be redefined in this instruction.